

BOARD MINUTES 1979

1980

1981

AGENDA

JANUARY 8, 1979

1. Minutes of December 4 meeting
2. Month's activities & circulation
3. Wheatfield business
4. DeMotte business
  - a. Bond issue
  - b. Report of building committee
5. Appropriation resolution
6. Gift: \$1,000(!)
7. New business
8. Next meeting February 5.



MINUTES

JANUARY 8, 1979

The Jasper County Public Library Board of TRustees met on January 8, 1979, at St. Cecilia's Church in DeMotte, IN at 7:30 PM. Members present were Hoover, Daugherty, Gribble, Lefler, and Stumpe.

Minutes of the December 4 meeting were presented for Board approval. Mrs. Gribble moved that they be approved as read, Mrs. Stumpe seconded, and the motion was passed. Bills in the amount of \$3438.00 were presented for Board approval. Mr. Lefler moved that these be paid, Mrs. Stumpe seconded, and the motion was passed.

Ms. Hawkey reported on the month's activities and circulation.

Wheatfield business was discussed. Ms. Hawkey will investigate Plexiglass for the entryway.

Ms. Hawkey reported on the progress of the bond issue. A special meeting to open sealed bids will be held on Monday, January 29. Mr. Lefler moved that the February meeting be held on that date, Mrs. Daugherty seconded, and the motion was passed. A resolution (attached) amending the original bond issue resolution to read "Public Library Bonds of 1979 " was presented. Mrs. Gribble moved that this be passed, Mr. LEfler seconded. The motion was passed. The building committee reported on the progress of the bids.

Ms. Hawkey presented the Board with a resolution re-appropriating the 1979 budget. Mrs. Daugherty moved that this be passed, Mr. Lefler seconded, and the motion was passed.

Ms. Hawkey reported on a gift of \$1,000 from a donor who wished to remain anonymous. She will research microfilm readers and projectors for possible purchases.

Ms. Hawkey reported on the results of interviews for branch help. Mrs. Daugherty ~~oard~~ moved that Cheri Mize be hired at Wheatfield and Mrs. Carolyn Davidson be hired at DeMotte. Mrs. Stumpe seconded.

A special meeting will be held Monday, January 15 to organize as a Board of Finance.

MINUTES      JANAUARY 15, 1979

The Jasper County Public Library Board met on Monday, January 15 at 10AM in the Rensselaer Headquarters to organize as a Board of Finance. Members present were Hoover, Gribble, Stumpe and CHallis. Mr. Hoover was elected president, Mrs. Stumpe secretary. The next meeting will be held Monday, February 19.



AGENDA

JANUARY 29, 1979

1. Sale of bonds
2. Resolution to hold February meeting
3. Minutes of January 8 meeting
4. Bills to be allowed & financial report
5. Audio-visual equipment purchases
6. Wheatfield business
7. DeMotte business
8. Special meeting February 19
9. Evaluation committee report
10. New business
11. Next regular meeting Monday, March 5

MINUTES JANUARY 29, 1979

The Board of Trustees of the Jasper County Public Library met on Monday, January 29, 1979, in the Rensselaer Headquarters at 7:30 PM. The meeting was a special session to open bids for "Public Library Bonds of 1979" and also served as the February meeting. Members present were Challis, Gribble, Hoover, Lefler, Miller, and Stumpe.

Bids from the following firms were opened: State Bank of Rensselaer, DeMotte State Bank, Farmers & Merchants Bank of Rensselaer, Summers & Co. Traub & Co., and City Securities. Low bidder was Traub & Co., with an interest rate of 5.872361%. Miller moved to accept this bid, subject to verification of the figures, Lefler seconded, and the motion was passed.

Minutes of the January 8 meeting were distributed. Lelfer moved that the be approved, Challis seconded, and the motion was passed. Bills in the amount of \$1,864.88 were presented for Board approval. Stumpe moved that these be paid, Gribble seconded, and the motion was passed. The financial report was postponed until the next meeting, as there have been some discrepancies in appropriation figures that need to be found. Mr. Hoover requested that the bookkeeper be present at the next meeting to explain the problem.

Ms. Hawkey is conducting research on the purchase of a microfilm reader, and will present her findings as soon as they are complete. She reported that any type of Plexiglass windbreak for the Wheatfield Library Porch will cost at least \$175.00. The project will be investigated further.

The DeMotte building committee will present a list of priorities and specifications for furniture, carpeting, and remodeling of the church at the February 19 meeting.

The evaluation committee has sent out preliminary forms to obtain the names necessary to conduct the Delphi Survey of the library's district.

Ms. Hawkey's new book policy was discussed. After some discussion, she agreed to modify the policy because of patron complaints.

The special meeting to discuss DeMotte specifications and to determine our depository for the next two years will be held February 19. The next regular meeting will be held March 5.



AGENDA      FEBRUARY 19, 1979    (SPECIAL MEETING)

1. Designation of depository
2. Report on library ledgers and financial reports
3. Report on Rensselaer Headquarters roof
4. Specifications for remodeling and equipping of new DeMotte Branch

MINUTES FEBRUARY 19, 1979

The Board of Trustees of the Jasper County Public Library met in special session Monday, February 19, 1979. Members present were Challis, Daugherty, Lefler, Gribble, Hoover, Stumpe, and Miller.

A proposal from the State Bank of Rensselaer was considered. Miller moved that it be designated our depository for the next two years, Daugherty seconded, and the motion was passed.

Ms. Hawkey reported on the library's ledgers and financial reports. All problems with appropriations have been cleared up. The errors occurred when tax deductions were posted as being disbursed from the library operating fund twice instead of once.

The Rensselaer Headquarters roof was discussed. The problems have occurred mainly from the accumulation of snow. The snow and ice was shoveled off, and no new leakage has occurred. Ms. Hawkey will be in touch with George Konovsky concerning the DeMotte roof.

Specifications for the remodeling of St. Cecilia's Church were discussed. Only the furniture specs are complete at present. Stumpe moved that these be advertised for bidding, Miller seconded, and the motion was passed. Ms. Hawkey will present the rest of the specs at the March 5 meeting.

AGENDA    MARCH 5, 1979

1. Minutes of February 19 and Janaury 29 meetings
2. Bills to be allowed & monthly report
3. Microfilm reader
4. Wheatfield business
5. National Library Week plans
6. DeMotte Library remodeling specifications
7. Library management conference for Teri, March 19 & 20
8. New business
9. Next meeting Monday, April 2



MINUTES

March 5, 1979

The Jasper County Public Library Board of Trustees met on Monday, March 5 at 7:30 PM in the Rensselaer Headquarters. Members present were Hoover, Lefler, Challis and Gribble.

Minutes of the February 19 and January 29 minutes were distributed. Lefler moved that they be approved, Challis seconded, and the motion was passed. Bills in the amount of 2,401.14 were presented for payment. Gribble moved that they be paid, Challis seconded.

Ms. Hawkey presented her findings on a microfilm reader to the Board. Lefler moved that a Dukane manual reader be purchased for \$450.00. Challis seconded.

Ms. Hawkey requested money to attend a library management conference in Indianapolis on March 19 and 20. The cost will be approximately \$55.00. Lefler moved that she be allowed to attend, Gribble seconded.

Mr. Moriarty, the Board's attorney, was also present. He had final papers relating to the purchase of St. Cecilia Church in DeMotte.

Ms. Hawkey presented the 1978 annual report to the Board, noting increases in circulation, book stock, and per capita expenditures.

The next meeting will be held Monday, April 5, 1979.

AGENDA APRIL 2, 1979

1. Minutes of March 5 meeting
2. Bills to be allowed & monthly report
3. Opening of bids for St. Cecilia equipment
4. DeMotte building specifications
5. ALA Conference
6. Teri's vacation April 16-20
7. Wheatfield business
8. Report on Small Library Management Conference
9. New business
10. Next meeting May 7, 1979

The Jasper County Public Library Board met on Monday, April 2, at 7:30 PM in the Rensselaer Headquarters. Members present were Challis, Daugherty, Gribble, Hoover, Lefler, Miller, and Stumpe. Minutes of the March 5 meeting were distributed. Mrs. Gribble moved that these be approved as read, Mrs. Stumpe seconded, and the motion was passed. Bills in the amount of \$1,152.72 were presented for payment. Mr. Miller moved that they be paid, Mr. Lefler seconded the motion.

Bids for equipping the new DeMotte Branch library were opened. Companies bidding were Library Bureau, The Lee Co. for Bro-Dart, Worden Co., Demco, and Buckstaff. Copies of all bids are on file in the Library Office. Mrs. Daugherty moved that the contract be awarded to the Lee Co., with the lowest and best bid of \$21,819, contingent upon Ms. Hawkey's meeting with the sales representative and agreeing on final details, Mrs. Stumpe seconded, and the motion was passed.

The preliminary floor plans for remodeling the new DeMotte Branch were presented to the Board. With some minor revisions, the plans met with Board Approval. Mrs. Daugherty made the motion, Mr. Lefler seconded, and the motion to approve the plans was passed. They now need to be sent to the Administrative Building Council in Indianapolis for approval.

Ms. Hawkey reported on the Library Management Conference which she attended in Indianapolis, and announced the date of the District meeting as May 1, 1979. She will also obtain estimates on a new roof for the Rensselaer Headquarters for the next meeting.

The next meeting will be held Monday, May 7, 1979

## SPECIAL REPORT

ADDENDUM TO MINUTES, <sup>April 2</sup>~~MAY 7~~, 1979

ON JANUARY 19, 1979, THE THEFT OF TWO COLT 38 SERVICE PISTOLS, ONE PLAIN SERVICE SWORD, ONE SMALL FLAG, ONE FOLDING CAMPAIGN CUP, AND ONE SILVER POCKET WATCH FROM THE DISPLAY CASE HOUSING THE MEMORABILIA OF GENERAL ROBERT MILROY IN THE RENSSELAER HEADQUARTERS OF THE JASPER COUNTY PUBLIC LIBRARY, WAS DISCOVERED BY LIBRARY EMPLOYEES EUNICE YEOMAN AND SUSAN K. BUSH. THE ITEMS HAD BEEN MISSING FOR CLOSE TO A MONTH, ACCORDING TO THE ESTIMATE OF LIBRARIAN TERESA HAWKEY. THE CASE HAD BEEN OPENED BY THE REMOVAL OF SEVERAL LONG WOOD SCREWS.

MS. HAWKEY CALLED RENSSELAER POLICE, AND IMMEDIATELY HAD ALL OF THE LOCKS IN THE BUILDING CHANGED. THE NEWS OF THE THEFT WAS NOT RELEASED TO THE PRESS ON THE ADVICE OF DETECTIVE ROBERT DUNCAN. NO INVENTORY OF THE CONTENTS OF THE CASE HAD EVER BEEN TAKEN, SO A LIST WAS MADE AND PLACED ON FILE IN THE LIBRARY OFFICE. THE CONTENTS OF THE CASE WERE NOT, AND HAVE NEVER BEEN, INSURED.

AT THE BOARD'S MARCH MEETING, PRESIDENT DAVID H. HOOVER INSTRUCTED MS. HAWKEY TO RELEASE THE INFORMATION TO THE PRESS, AS NO LEADS HAD BEEN FOUND AND THERE HAD BEEN SOME QUESTIONS BY PATRONS CONCERNING ITEMS MISSING IN THE CASE. THIS WAS DONE, AND THE NEWS RELEASED ALONG WITH THE POLICE REPORTS, BUT NO ARTICLE APPEARED IN THE RENSSELAER REPUBLICAN.

IT WAS THE FEELING OF THE POLICE AND MS. HAWKEY THAT THE ITEMS WERE TAKEN BY AN INDIVIDUAL WITH ACCESS TO A KEY. THE NUMBER OF KEYS IN CIRCULATION HAS BEEN DRASTICALLY REDUCED. AN APPRAISAL OF THE CONTENTS IS PRESENTLY UNDERWAY, TO FACILITATE INSURING THE ITEMS.



AGENDA

MAY 7, 1979

1. Minutes of April 2 meeting
2. Bills to be allowed and monthly report
3. Resignations of Carolyn Davidson and Keiko Adcock; new staff members
4. Roof estimates
5. ALA Conference; Dallas June 23-29
6. Air conditioner specifications; carpeting specifications
7. DeMotte business: remodeling advertisement
8. Wheatfield business
9. Report on May 1 District Meeting
10. Discussion of PR materials distributed April 2
11. New business
12. Preliminary discussion of 1980 budget
13. Next meeting Monday, June 4

The Jasper County Public Library Board met on Monday, May 7 at 7:30 PM at the Rensselaer Headquarters. Members present were Challis, Daugherty, Hoover, Gribble, Lefler, and Miller. Minutes of the April 2 meeting were distributed. Mr. Lefler moved that they be approved, and that an addendum to the April 2 minutes be approved as well. Mrs. Daugherty seconded, and the motion was passed. Bills in the amount of 6038.76 were presented for Board approval. Mrs. Daugherty moved that they be paid, Mrs. Challis seconded, and the motion was passed.

Ms. Hawkey reported on the resignation of staff members Keiko Adcock and Carolyn Davidson. She recommended Mrs. Eunice Harsin of DeMotte to replace Mrs. Davidson, and the motion was passed. Ms. HAWkey will advertise for the children's position.

Estimates for completely repairing the roof were discussed by the Board. These are on file in the Library Office. Mrs. Daugherty moved that Midwest Roofing of Lafayette be given the job, pending the acquisition of good references by Ms. HAWkey. Mrs. Cahllis seconded the motion, which was passed.

The Board will advertise for bids on the remodeling of the DeMotte branch, and Ms. HAWkey will obtain estimates on air conditioning and capreting.

A preliminary discussion of the 1980 budget was held. Some of the possibilities mentioned were: Audio-Visual Equipment, refurbishing the Rensselaer Headquarters inside and out, and new furniture for the Rensselaer Headquarters.

The Next meeting will be held Monday, July 2

AGENDA

JUNE 4, 1979

1. Minutes of May 7 meeting
2. Bills to be allowed and monthly report
3. Candidates for Children's Librarian
4. Bids for remodeling of DeMotte Branch
5. Estimates for carpeting and air conditioning of DeMotte Branch
6. Rearrangement of local history and library office
7. Budget committee report
8. Wheatfield business
9. DeMotte business
10. New business
11. Next meeting Monday, July 2

The Jasper County Public Library Board met on Monday, June 4, at 7:30 PM in the Rensselaer Library. Members present were Lefler, Hoover, Daugherty, Miller and Stumpe. Minutes of the May meeting were distributed. Mr. Lefler moved that they be approved, Mr. Miller seconded, and the motion was passed. Bills in the amount of 7,225.80 were presented. Mr. Miller moved that they be paid, Mrs. Daugherty seconded. The motion was passed.

Ms. Hawkey presented her candidates for the position of Children's Librarian. The two final candidates are Susan MaHaffey and Emma Osterfeld. Mrs. MaHaffey will probably be returning to college in the fall, so Ms. Hawkey will further check Mrs. Osterfeld's references, and contact her.

Bids were ~~opened~~ for the remodeling of the new DeMotte branch. Low bidder was Jasper County Farm Bureau, with a bid of 6,254.00. Mr. Miller moved that this bid be accepted, Mr. Lefler seconded. The motion was passed.

The budget committee reported on their work so far. It appears that we will be allowed at least a 10% increase over last year. A draft of the budget will be available at the next meeting.

Ms. Hawkey reported on her plans to move all local history materials to what is presently her office, and move the library office upstairs to the former museum. The Board approved this plan.

The date of the next meeting will be Monday, July 2, 1979.



AGENDA

July 2, 1979

1. Minutes of June 4 meeting.
2. Bills to be allowed and monthly report.
3. Carpeting Estimates.
4. Remodeling progress report.
5. Report on ALA conference.
6. Draft of 1980 budget.
7. Wheatfield business.
8. DeMotte business.
9. New business
10. Next meeting, Monday, August 6th.

Agenda

August 6, 1979

1. Minutes of July 2, meeting.
2. Bills to be allowed and monthly report.
3. Air Conditioning estimates.
4. Moving and grand opening plans.
5. 1980 Budget.
6. State distribultion and additional appropriations.
7. Wheatfield business.
8. New business.
9. Next meeting: Monday, August 27 ~~or~~ Tuesday, Sept. 4.

Minutes, August 6, 1979

The Board of Trustees of the Jasper County Public Library met on Monday, August 6 in the Rensselaer Headquarters. Members present were Lefler, Miller, Stumpe, Daugherty.

Minutes of the July 2 meeting were distributed. Mr. Miller moved that they be accented as read. Mrs. Stumpe seconded, and the motion was carried. Bills in the amount of \$3627.92 were presented for Board approval. Mr. Miller moved that they be paid, Mrs. Daugherty seconded. The motion was passed.

Moving and grand opening plans were discussed. The draft of the 1980 budget was discussed. Mr. Miller moved that it be advertised, Mrs. Stumpe seconded the motion, and it was passed.

*Miss H. Lendered her resignation.*  
Under new business, Ms. Hawkey has two weeks vacation left, for which she will be paid.

The date of the next meeting was set for Tuesday, September 4, 1979.

MINUTES      SEPTEMBER 4, 1979

The Jasper County Public Library Board of Trustees met on Tuesday, September 4 at 7:30 PM in the Rensselaer Headquarters. Members present were Daugherty, Lefler, Challis, and Miller. Minutes of the August 7 meeting were presented for Board approval. Mrs. Daugherty moved that they be approved, with corrections, Mr. Lefler seconded, and the motion was passed. Bills in the amount of 2,259.72 from the operating fund, and 9,957.22 from the Building fund, were presented for payment. Mrs. Daugherty moved that they be paid, Mrs. Challis seconded, and the motion was passed.

The hearing for the 1980 budget was held. As no one objected, Mrs. Daugherty moved that the 1980 budget, in the amount of 137,960, be adopted. Mr. Lefler seconded, and the motion was passed.

The matter of a new Head librarian was discussed. The Board has an interview with Mary Ann Spindler on Saturday, September 7. Several other candidates were also discussed.

Eunice Yeoman was appointed Acting Director. Her salary will be based on a figure of \$9,000 annually, for the period in which she is director, to begin September 15.

Ms. Hawkey proposed a change in the library's winter hours. The Friday evening hours will be dropped due to lack of patrons. Mr. Lefler moved that this action be taken, Mr. Miller seconded, and the motion was passed.

A new heating and air conditioning system for the DeMotte Branch was discussed. Several bids were presented for consideration, but no final decision was made.

The date of the next meeting was set for Monday, October 1.



AGENDA

OCTOBER 1, 1979

1. Minutes of September 4 meeting
2. Bills to be allowed and monthly report
3. Search for new librarian
4. 1980 Holiday schedule
5. Heating & air conditioning for DeMotte Branch
6. State Board of Tax Commissioners hearing Friday, October 5
7. Wheatfield business
8. Reciprocal borrowing agreement for state of Indiana
9. New business
10. Next meeting Monday, November 5

# 1980 HOLIDAY SCHEDULE

|             |           |                        |
|-------------|-----------|------------------------|
| January 1   | Tuesday   | New Years Day          |
| February 18 | Monday    | Washington's Holiday   |
| April 4     | Friday    | Good Friday (12-3)     |
| May 26      | Monday    | Memorial Day           |
| July 4      | Friday    | Independence Day       |
| September 1 | Monday    | Labor Day              |
| October 13  | Monday    | Columbus Day           |
| November 27 | Thursday  | Thanksgiving           |
| December 24 | Wednesday | Christmas Eve (½ day)  |
| December 25 | Thursday  | Christmas Day          |
| December 31 | Wednesdsy | New Year's Eve (½ Day) |

Minutes  
October 1, 1979

The Jasper County Public Library Board of Trustees met on Monday October 1, 1979 at 7:30 p.m. at the DeMotte branch library. Members present were Hoover, Lefler, Daugherty, Miller, Gribble, and Stumpe.

This was the first time some of the Board had seen the new branch since it began to look like a library, and all thought it was going to work out very well.

Minutes of the Sept. 4 meeting were read, Barbara Gribble moved they be accepted; Joyce Stumpe seconde, and motion was allowed.

Mrs. Evelyn Hoeppner and Mrs. Leona Glinn, members of the Friends of the Library, were present and presented a proposal to the Board concerning the hanging of a watercolor picture in honor of a local lady who was instrumental in getting a library in DeMotte. The picture will be accompanied by a walnut based brass plaque, giving the lady's name, office and the date, etc. They also offered the Board any help the Friends can give to the Library: IE: volunteer hours, etc. They also presented the idea of giving each new "Friends" member a complementary library card with each membership application. The Friends are paying for the cards as a promotion. The Board accepted their proposals.

Bills outstanding were presented, discussed, and David Hoover moved they be accepted, with the stipulation that they be gone over carefully by Eunice Yeoman and Martha Daugherty to make sure none have already been paid. Motion was seconded by Jim Lefler, and motion was carried.

The search for a new Librarian took a new twist when David Hoover announced the applicant they had interviewed (Spindler) was no longer interested and another applicant (Diehl) cancelled her interview. This leaves only one applicant (Yost) to consider. It was decided to advertise further, and to interview Ms. Yost before a decision is reached.

The 1980 Holiday schedule was discussed; Dale Miller moved it be accepted as shown; Joyce Stumpe seconded, and the motion was carried.

The bids on the heating and air conditioning were further dicussed. It was moved by B. Gribble that the Bjorkland bid be accepted,; motion was seconded by Jim Lefler; motion was passed after much dicussion.

The hearing before the State Board of Tax Commissioners is Friday, October 5. Dave hoover, Jim lefler and Eunice Yeoman are going to appear. It was decided to ask for Joan Lattimore to hear our case. Eunice is to contact her and set up and appointment if possible for that afternoon.

The reciprocal borrowing agreement was discussed and Joyce Stumpe moved the Board sign the agreement. Barbara Gribble seconded the motion and it passed.

It was also decided at this time to ask that we be excused from sending a delegate or a proxy to the NIALSA Board meeting at Westchester, stating the fact that the Library is without a director at this time, and will appoint a member a such time as a new head Librarian is hired.

Lynn Daughtery moved considering additional appropriations at the Nov. 5, meeting. Eunice is to check on the amount and see about the advertising. Barbara Gribble seconded the motion, and it was passed.

The only other business was dicussion of the facilities at DeMotte; the Board has several things they want done over, changed, or set right before any bills are paid. Overall, the facility seems to be acceptabe. Eunice Yeoman will give a more detailed report at the next meeting to be held on Nov. 5, at 7:30 p.m., at the Rensselaer Headquarters.

*Lucille - working copy*

AGENDA

NOVEMBER 5, 1979

1. MINUTES OF OCTOBER 1 MEETING
2. BILLS TO BE ALLOWED AND MONTHLY REPORT
3. SEARCH FOR A NEW LIBRARIAN
4. APPROPRIATION FOR ADDITIONAL FUNDS
5. HIRING OF A JANITOR FOR DEMOTTE BRANCH
6. REVIEW OF THE McNAUGHTON LEASING PLAN
7. DEMOTTE BUSINESS:
  - A. BID FOR ADDITIONAL WORK & SIDEWALK
  - B. SNOW REMOVAL
  - C. CHANGE OF HOURS
  - D. BOSGRAFF COMPLAINT LETTER
  - E. USE OF LIBRARY FOR MEETINGS; FEE, IF ANY, ETC.
8. WHEATFIELD BUSINESS
9. NEW BUSINESS
10. NEXT MEETING, MONDAY, DECEMBER 3, 1979

Minutes november 5, 1979

JCPL Board of Trustees met Monday, NOV. 5, 1979 at 7:30p.m. at the Rensselaer headquarters. Members present were Hoover, Lifler, Challis, Bribble, Miller, and Daugherty.

Minutes of the last meeting were read; Lefler moved they be accepted as written and Challis seconded the motion. Motion was carried.

Bills to be allowed were read & with the addition of the janitor's bill plus the change of monies from the Gift fund to the operating fund, the bills were adjusted to read 2.083.25 dollars. Daugherty moved bills be accepted as adjusted; Miller seconded and the motion was carried.

Mr. Bruce Robey has been hired as the new Head Librarian. He will take over on January 1, 1980.

The Additional Appropriations form was read again for approval. There being no public present to say nay, the Board passed their approval and signed the form.

DEMOTTE BRANCH BUSINESS

A janitor for the DeMotte library was discussed. There were two applicants; Mr. Starkey, and Mrs. Carmela Whited. The Board decided upon Mr. Henry Starkey's application, hiring him at \$3.00 an hour for approximately 4 hours a week. His time being flexible until it is determined if this is sufficient to keep the library clean.

The bid from Farm Bureau for additional work was read and the entire bid of \$1,520.00 was approved. Eunice is to talk with Mr. Brennaman about a bid for the continuous guttering at a future date. Daugherty moved the bid be accepted. Challis seconded the motion and it was carried.

The Bosgraff letter of complaint was discussed: Mr. Hoover is going to take care of this since it was a public relation problem and not a legal one.

The Board decided DeMotte library may be used as a meeting place by public groups, subject and Library function taking precedence. A fee of \$5.00 per meeting will be charged and there is to be no selling or buying done on the premises. Lefler moved this be accepted; Daugherty seconded the motion and it was carried.



November 5, 1979

The Board was unanimous in a decision to charge a \$10.00 security fee plus a \$2.00 service fee on the projector rental. This pertains to all users.

Nomination of officers for the 1980 terms was as follows:

President- Jim Lefler (nominated)--Daugherty moved, Challis seconded.

Vice President-Lynn Daugherty (Nominated)-Miller moved, Challis seconded.

Secretary-Colleen Challis (nominated)-Lefler moved, Daugherty seconded.

Treasurer-Dale Miller (nominated)-Gribble moved, Challis seconded.

Nominations were closed and the Board will vote on this slate at the next meeting, to be held Demember 3, 1979, 7:30 p.m. at the Rensselaer Library, unless otherwise notified.

JASPER COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

Minutes of 1980 Meetings

1980

# *Jasper County Public Library*

*Rensselaer Public Library, Headquarters*

*Van Rensselaer & Angelica Streets*

*Rensselaer, Indiana 47978*

*Phone 219-866-5881*

*DeMotte Branch*  
*DeMotte, Indiana 46310*

*Wheatfield Branch*  
*Wheatfield, Indiana 46392*

AGENDA .....Jan. 14, 1980

1. Minutes of Dec. 3 meeting
2. Bills to be allowed
3. Introduction of new Director, Mr. Bruce E. Roby
4. DeMotte business - guttering & lighting
5. Wheatfield business
6. Any old or new business - Rensselaer
7. Next meeting: Feb. 4, 1980, unless notified otherwise.

MINUTES .....Board of Trustees Meeting..... December 3, 1979

The Jasper County Public Library Board of Trustees met Dec. 3, 1979 at 7:00 p.m. Present were: Hoover, Challis, Stumpe and Daugherty.

Minutes of the Nov. 5 meeting were read. Stumpe made motion they be approved as read; Daugherty seconded and motion carried.

Bills in the amount of \$5001.81 were read over. Challis moved they be approved; Daugherty seconded and motion carried.

Election of officers for 1980 term was undertaken; The slate as presented was: Jim Lefler, President: Lynn Daugherty, Vice President: Colleen Challis, Secretary and Dale Miller, Treasurer. Daugherty moved the slate be elected as it stood, and Stumpe seconded. All present voted aye.

DeMotte business was presented: Snow removal for branch at DeMotte will be handled by Ed's Snow Plowing service on a "call as needed" basis. He will charge \$15 for each trip, unless snow is extremely heavy, in which case it could run \$35.00 per hour.

Supplementary lighting for DeMotte was discussed; it was decided to have several electric firms from the area give us ideas on what we could do. These are ideas only- no bids.

A Thank You note is to be sent to the Friends for their lovely Open House for the new DeMotte building. It was also discussed among those present, that the lunch hour be published for the public's knowledge, so no one will be standing outside waiting.

The Board made an official statement on the hiring of Bruce Roby as the new Director. Mr. Roby will take up his new role Jan. 1, 1980. It was moved by Daugherty to hire Mr. Roby and to pay \$350 toward his moving expenses: Stumpe seconded and both motions carried.

Daugherty asked the Board to pay one half her expenses to the ILA-ILTA convention at Indianapolis last month. The amount being \$28.60. Motion was made by Stumpe we pay this amount: Challis seconded and motion carried.

Eunice Yeoman and Martha Daugherty are to see that all outstanding bills are taken care of before the year ends, and were given permission to transfer funds as necessary. They are also to appear at a hearing on Additional Appropriations on Dec. 10.

Next meeting will be January 7, 1980 at 7:00 p.m. unless otherwise notified. Meeting was adjourned.

BILLS TO BE ALLOWED.....January 15, 1980

|                      |     |                       |                |
|----------------------|-----|-----------------------|----------------|
| American Econo Clad  | 73  | books                 | \$ 56.76       |
| Baker & Taylor Co.   | 73  | books                 | 120.69         |
| Brodart, Inc.        | 73  | books, supplies &     | 589.13         |
|                      | 251 | book rental           |                |
| Burke's Audio Visual | 321 | lamps                 | 10.80          |
| Demco Corp.          | 321 | library supplies      | 18.41          |
| Randall Fletcher     | 241 | repairs at Wheatfield | 70.00          |
| Political Research   | 73  | books                 | 110.00         |
| Purdue Univ.         | 73  | interlibrary loan     | 2.00           |
| Quill Corp.          | 722 | equipment             | 175.88         |
| Sears Roebuck        | 252 | supplies              | 20.20          |
| Bruce E. Roby        | 51  | health insurance      | 300.00         |
| Bruce E. Roby        |     | petty cash            | 15.00          |
| Bruce E. Roby        |     | moving expenses       | 9.85           |
| Schultz Bros.        | 321 | supplies              | 3.31           |
| Ken Day              | 252 | services for DEC.     | 147.00         |
|                      |     |                       | <u>1649.03</u> |

Utilities

|                     |     |            |               |
|---------------------|-----|------------|---------------|
| City of Rensselaer  | 22  |            | 348.68        |
| NIPSCO              | 22  | DeMotte    | 242.96        |
| Prestige Sanitation | 254 |            | 5.00          |
| United Telephone    | 213 | Rensselaer | 72.12         |
| United Telephone    | 213 | Wheatfield | 16.60         |
| NIPSCO              | 22  | Wheatfield | 118.59        |
| Northwestern Phone  | 213 | DeMotte    | 17.05         |
|                     |     |            | <u>821.00</u> |

*Colleen C. Challen*

*James A. Sefler*

*Sydney M. Laugherty*

*Jale E. Miller*

*Barbara Spahr*

*Wm. L. Downard*

Total: <sup>\$</sup>2470.03

ADDITIONAL CHECKS ISSUED AT TIME OF BOARD MEETING:

|               |                        |       |
|---------------|------------------------|-------|
| BRUCE E. ROBY | PETTY CASH--DEMOTTE    | 15.00 |
| BRUCE E. ROBY | PETTY CASH--WHEATFIELD | 15.00 |

TOTAL \$2500.03



# *Jasper County Public Library*

*Rensselaer Public Library, Headquarters*

*Van Rensselaer & Angelica Streets*

*Rensselaer, Indiana 47978*

*Phone 219-866-5881*

*DeMotte Branch*

*DeMotte, Indiana 46310*

*Wheatfield Branch*

*Wheatfield, Indiana 46392*

AGENDA.....February 11, 1980

1. Minutes of January 14, 1980.
2. Minutes of January 28, 1980
3. Bills to be allowed ~~January 14~~
4. DeMotte Business-Lighting/Balance of funds/Insurance
5. Wheatfield Business-Lease/Insurance
6. Rensselaer Business-Old & New
7. Next meeting March 10, 1980.

JASPER COUNTY BOARD OF TRUSTEES

MINUTES.....January 14, 1980: called meeting

The Board of Trustees of the Jasper County Public Library met Monday, January 14, 1980 at a called meeting. Present were Lefler, Miller, Daugherty, Gribble and Downard.

First item of business was to introduce Dr. Wm. Downard as a new Board member and Mr. Bruce E. Roby as the new Director of the Library system.

Minutes of the December 3 meeting were read. Daugherty moved they be accepted; Miller seconded and motion carried.

Bills to be allowed were read over, and with the addition of petty cash checks for DeMotte and Wheatfield branches, were accepted and signed. Daugherty moved they be so accepted; Miller seconded and motion carried.

DeMotte Business: The Board discussed supplemental lighting at the DeMotte branch. It was moved that Mr. Roby and Mary Kay Whited, DeMotte Librarian, make the decision on the placement and amount of fixtures needed, and to get bids on same. Miller moved to have this done; Daugherty seconded, and motion carried.

Guttering work for the DeMotte building was discussed: Board decided to have additional work added to the existing contract with Farm Bureau; This work to entail the covering of the fascia with aluminum, soffits installed and continuous guttering installed, amounting to an additional \$780.00 The total of the contract should be \$2520.00 when the work is finished. Daugherty made motion this plan be accepted; Miller seconded and motion carried.

Mr. Roby desired to have a Petty Cash fund set up at both DeMotte and Wheatfield. This will simplify the keeping track of monies at the branches. The amount to be provided is \$15 at each branch; Mr. Roby will monitor these funds. Daugherty moved this be accepted; Gribble seconded and motion carried.

DeMotte Library has had a request by Mary O'Rourke for the use of the branch for a class in sign language for the deaf, and a fee charged to cover the teacher's expenses only. Downard moved this be accepted; Gribble seconded and motion carried.

Wheatfield Business: The request for a book drop at the Wheatfield branch was discussed, but the Board decided to table their decision at this time. Lois Ricker has asked permission to close the Library every other Tuesday until 10:30 a.m. so she may keep Doctor appointments. Notice of this closing will be posted on the door of the Library. This is a temporary thing, and Board saw no difficulty in these arrangements.

Rensselaer Business: A request for the schedule of the Library Board Meetings by the Rensselaer Republican, for future publication, was discussed. The Board decided to change their regular meeting night to the second Monday of the month, unless otherwise notified, and a new schedule be given to the newspapers. Gribble moved this be accepted; Downard seconded and motion carried.

Mr. Roby is to take care of contacting Mike Smith of Consolidated Ins., and discuss the present plan, either keeping it the same or having it increased. Also to have the Safe Deposit box forms filled out and presented to the bank. Mr. Roby also presented a survey study proposed by Mrs. Roby on the needs of the Library in terms of audio-visual equipment and services. This plan is a part of Mrs. Roby's requirements for a Master's Degree. The Board liked the idea and Daugherty moved we have the study made: Gribble seconded and the motion carried.

The Board also gave its approval for Mr. Roby to investigate the use of work-study students from St. Joseph College for the indexing of County newspapers. Also to purchase a cassette recorder/player with \$25 gift money from Beta Upsilon chapter of Tri Kappa sorority, using any additional funds necessary to purchase a suitable unit.

Use of vacation time was discussed: the Board feels that employees should be able to use their vacation time within a given one year period. If, however, an employee wished to save up his/her time and use it for a special trip, etc., they should approach the Director and Board and it will be decided upon by them. Employees are discouraged from letting their vacation time just slip away and not be used as a time to rest and recupe their resources.

Mr. Lefler presented a plan to have the Board meet in Committee form to look over the Library and make some plans for the renovation and restoration

of the building. It was agreed to notify the public of this meeting and let them feed in ideas on what the needs, etc., are, and to fund the program, and the time for starting the project. The meeting will be January 28 at 7:30 p.m. at the Library. Public notice will be given.

Mr. Lefler brought up the topics of both the Director's job description and an annual evaluation program for that position. Mr. Roby was asked to work up a job description by the March Board meeting. Mr. Lefler will work on the evaluation program, having received a favorable response from other members of the Board.

Mr. Dale Miller tendered his resignation, effective February 1, 1980. His reasons for leaving were attributed to business pressures, and he felt he was not being as effective as a Board member should be. The Board regretted his decision, and reluctantly accepted the resignation, thanking Mr. Miller for all his work and efforts while he served on the Board of Trustees and as Treasurer of that Board. Downard made motion that Barbara Gribble be appointed new Treasurer; Daugherty seconded, and motion passed.

Meeting adjourned, to be called together again January 28, 1980 at 7:30 p.m. at Rensselaer.



Jasper County Board of Trustees

Minutes.....January 28, 1980, 7:30 p.m.

Board met in committee. Present:: Lefler, Gribble, Challis, Downard, John Hopkins, and Tom Carey (representative of the Rensselaer Republican.).

Meeting was opened by Lefler; he reviewed past plans laid for the renovation of the Rensselaer library building. This was labeled as step one, consideration being given to what should be done structurally and with the appearance of the building.

Gribble raised several considerations in the context of restoring and maintaining the facilities in the present building. These include a new ceiling, insulation in the roof, tuckpointing, air conditioning, remodeling of the downstairs for more efficient space utilization, replastering, painting, and landscaping.

Consideration was then given to available funds. Lefler explained available funds in the budget to be approximately \$23,000.00. After further discussion the figure of around \$15,000 was established as a rough guideline in which the cost of renovation should be considered. It was, however, proposed that renovation could or should be planned over several years with more funds being in the future.

Further consideration was given to other options including carpeting, restoring the wood work, windows (including the use of thermopane), repainting the windows on the outside, the addition of a second set of doors for the entrance, and possibly a later addition of a third floor.

Challis said that any remodeling work should be aesthically pleasing, fitting into the general decor of the building. She also suggested the possibility of a balcony instead of an entire third floor.

Gribble suggested that contractors be consulted for suggestions for remodeling or refurbishing. She will contact Ken Schuette from Lafayette who restores old buildings.

The following brought up during the discussion are to be investigated by Roby: Review the heating, plumbing and electrical systems, air conditioning, installing new doors in the foyer; and have the fan blower checked in the children's room. Suggestions and estimates are to be obtained for the new ceiling, cost for insulation for the roof, and estimates for the plaster work and painting to be done. These are to be done with local merchants as much as possible.

Further decisions are to be made at the next regular board meeting on February 11, 1980.

The meeting was adjourned.



BILLS TO BE ALLOWED.....Feb. 11, 1980 meeting.

UTILITIES

|                        |     |                      |           |
|------------------------|-----|----------------------|-----------|
| City of Rensselaer     | 22  | Rensselaer utilities | 373.30    |
| United Telephone       | 213 | Rensselaer phone     | 83.72     |
| United Telephone       | 213 | Wheatfield phone     | 33.20     |
| Northwestern Telephone | 213 | DeMotte phone        | 15.37     |
| NIPSCO                 | 22  | DeMotte utilities    | 346.78    |
| NIPSCO                 | 22  | Wheatfield utilites  | 117.10    |
|                        |     |                      | <hr/>     |
|                        |     |                      | \$ 969.47 |

BILLS ALLOWABLE

|                                 |     |                          |          |
|---------------------------------|-----|--------------------------|----------|
| Baker & Taylor Co.              | 73  | books                    | 47.25    |
| Brodart, Inc.                   | 73  | kits                     | 24.86    |
| Brodart, Inc.                   | 321 | sysdac tape              | 40.83    |
| Brodart, Inc.                   | 73  | books                    | 117.52   |
| Brodart, Inc.                   | 73  | book leasing             | 417.00   |
| Consolidated Ins.               | 51  | bond for Barbara Gribble | 80.00    |
| Consolidated Ins.               | 51  | insurance premium        | 2,585.00 |
| Doubleday Co.                   | 73  | books                    | 238.91   |
| Farm Bureau Co-Op               | 321 | supplies                 | 9.40     |
| Fendig Pharmacy                 | 321 | supplies                 | 12.14    |
| Heritage Office Prod.           | 321 | supplies                 | 2.34     |
| Indiana Library Association     | 54  | ILA dues                 | 50.00    |
| National Geographic             | 73  | book                     | 9.95     |
| Olympia Book Co.                | 73  | books                    | 160.25   |
| Political Research              | 73  | books                    | 225.00   |
| R. & A. Leasing                 | 253 | copier rental            | 792.45   |
| Robinson Directories            | 73  | directories              | 262.50   |
| Smith Office Equip.             | 321 | copier paper             | 20.80    |
| Upstart Library Promo.(Freline) | 321 | supplies                 | 33.10    |
| Bruce E. Roby                   | 214 | Mileage                  | 41.25    |
| Kenneth Day                     | 252 | Janitorial Services      | 161.00   |
| Prentice Hall                   | 73  | Books                    | 11.95    |
| Postmaster                      | 212 | Stamps                   | 75.00    |
|                                 |     |                          | <hr/>    |
|                                 |     |                          | 5418.50  |

Total of all bills to be allowed

TOTAL 6,387.97

James A. Jeffer  
James E. Stump  
James C. Daugherty  
William L. Journal  
Cecilia C. Carson  
Barbara Gribble

JASPER COUNTY PUBLIC LIBRARY

Minutes.....February 6, 1980

Board met informally. Present: Lefler, Gribble, Challis, Downard, Kent Schuette and Bill Bula.

Discussion was opened by Lefler. He briefly outlined where the board was in terms of wanting to upgrade the present condition of the building.

A round table discussion followed on the topics of utilizing space more efficiently for expanding the size of the collection, structural changes to provide access to the library for the elderly and handicapped, energy conservation including insulation, windows, and the ceiling.

After these had been brought up Schuette proposed that a feasibility study be done, with preliminary steps being taken to measure the building, draw up blueprints for documentation, do a state fire code analysis for needed changes. He estimated the cost of this step to be about \$2,000. The next step would be for them to review the suggestions and desires of the board and then to make suggestions.

Funding from the Indiana Arts Commissions was discussed. The next grant schedule is set for October 1980. The Library could apply for this to cover the expense of the feasibility study. Another source for funding discussed was the Kankakee Iroquois Regional Planning Office through which federal monies might be available. A meeting will be set to talk with them. Schuette said he would send applications for the Indiana Arts Commission Grant. Schuette will give the board a write up on the proposed feasibility study.

After Schuette and Bula left the board members exchanged impressions on what they had proposed. All were in favor of Schuette's proposal but postponed any decision until available finances--immediate and long term--could be investigated. Downard suggested we look into submitting grant applications. Roby suggested John Nichols be consulted about ways and means for obtaining grants. Downard said he would check with Nichols.

Other discussions on staff relations, programs, and shelving followed.

Meeting broke up at 11:15 p.m.

AGENDA.....MARCH 10, 1980

- 1) Minutes of February 11, 1980 meeting.
- 2) Monthly report.
- 3) Bills to be allowed.
- 4) DeMotte Business
  - a. Lighting.
  - b. 4-H usage.
- 5) Wheatfield Business.
  - a. Bookdrop.
  - b. Insurance follow-up.
- 6) Rensselaer Business.
  - a. Director's job description.
  - b. Grant writing.
  - c. Kankakee-Iroquois Regional Planning Commission.
  - d. Insurance/Inventory.
  - e. Photo copy machine.
  - f. Other old business.
  - g. LIRF appropriation/26 week money market certificate.
  - h. Budget Committee Appointments.
  - i. Other new business.
- 7) Next meeting April 14, 1980.

The Jasper County Public Library Board met on February 11, 1980 at 7:30 p.m.

Present: Daugherty, Downard, Lefler, Stumpe.

The minutes of the January 14, 1980 meeting were presented for board approval. Mrs. Stumpe moved they be approved, Dr. Downard seconded, and the motion passed.

The minutes of the January 28, 1980 meeting were presented; these were reviewed by Mr. Lefler for those who were unable to be present at that meeting. During this review Mr. Lefler said he would contact Ron Fletcher with the Kankakee Iroquois Regional Planning Office to set up a meeting. Mrs. Daugherty moved the minutes be approved, Mrs. Stumpe seconded, and the motion passed.

The minutes of the February 6, 1980 meeting were presented, and were reviewed by Mr. Lefler for those who were unable to be present at that meeting. Dr. Downard reported he had contacted John Nichols on obtaining grants. Dr. Nichols had provided three books on sources for grants and these had been given to Mr. Roby. Mr. Roby reported the pertinent information had been culled and would serve as the basis for the future search of grant monies. Further discussion occurred on the remodeling/restoration program. It was decided that no immediate action be taken in terms of actual work to be done but that the board would continue to discuss and review the needs and options available. This included talking with architects and contractors. It was decided that Mr. Lefler would write to Ken Schuette, advising him that we would get back to him at a later date if monies could be obtained. Following this discussion Dr. Downard moved the minutes be approved, Mrs. Stumpe seconded, and the motion passed.

Bills to be allowed in the amount of \$6387.97 were presented for approval. Mrs. Daugherty so moved, Dr. Downard seconded and the motion passed.

Under DeMotte business, the balance of the building fund was presented and reviewed. Mr. Roby presented cost figures of lighting quotations and it was decided that due to structural complication surface mount fixtures with wrap around lens be installed. Mr. Roby is to re-request bids of the work.

The annual report, new circulation graphs, the McNaughton book rental program in the process of being implemented, and current library legislation were discussed. Mr. Roby reported that a total of 2,539 people had been counted as entering the Rensselaer library in the month of January. Insurance was brought up for discussion. The amounts for the three locations were reviewed. Mr. Roby presented the inventories of capitol equipment and furniture which had been taken and suggested that these



be priced at current replacement value, that a book inventory be taken and that square foot construction costs be obtained so that an accurate picture of each location's total value be available. He felt that only then could an accurate assessment of insurance needs be obtained. The board agreed and he will put this together.

Wheatfield business followed with a discussion of the need for documented permission for the library to use the present building. Mr. Lefler will contact Paul Scamihorn in order to obtain this. Mrs. Stumpe introduced the question of the bookdrop for Wheatfield. It was decided that it would be purchased (Daugherty so moved, Stumpe seconded, motion passed) sometime in the summer unless the Friends of the Library would be willing to pay for it now, with the library reimbursing them after the June tax draw. Mrs. Stumpe will make this proposal to them. Mr. Roby is to check with Hoover to see if he has any recollection that the matter was discussed and/or approved in December since it was not recorded in the minutes.

In Rensselaer business the topic of the work study students was raised and Mr. Roby reported that he and other members of the staff thought they were working out quite well in terms of both janitorial duties and indexing. He noted that there had been a misunderstanding which occurred the first week with one of the students but nothing else had come to his attention.

Mr. Roby passed around an example set of indexing sheets for the county papers and these were favorably received by the board.

Mr. Lefler will write Dale Miller expressing the appreciation of the board for his service while on the board. He will write to the School Board recommending that Frank Wright be appointed to fill Miller's position on the Board. He will also write Ken Schuette advising him we are seeking funds and will get back to him later if money becomes available.

The holiday schedule was presented to the board for approval. The board approved it and reaffirmed the existing policy that full time hourly staff would be paid; part time would not.

A meeting of the Indiana Library/Indiana Library Trustees Association for District I to be held in South Bend on April 29 was discussed and it was decided Mrs. Stumpe would attend and participate on the "reactor panel." Mr. Roby will advise the



necessary people.

Mr. Roby distributed information on education for writing grant proposals, suggesting it might be good to have someone knowledgeable in this area for future searches.

Dr. Downard recommended that he contact John Nichols who might be willing to provide such direction.

The policy for overdue books was discussed and it was decided that after all efforts had been expended by library staff, a letter written by Dwayne Daugherty, assistant prosecuting attorney, could be sent. It was felt that this should remedy any future situation.

The topic of the book evaluation sheets was raised by Mrs. Daugherty and Mr. Roby reported that responses had been most favorable to the available reading material. Mr. Lefler suggested that future production of these sheets be in the form of book markers and be produced through a speedy print service to provide a more pleasing and professional appearance.

Mr. Roby advised the Board of immediate, short-range and long-range programs which he has or intends to implement in the future in the area of internal library operations, library services, and adult education.

The meeting adjourned at 10:55 p.m.

The next meeting will be held on March 10, 1980 at 7:30 p.m.

BILLS TO BE ALLOWED.....MARCH 10, 1980

UTILITIES

|                        |     |                      |        |
|------------------------|-----|----------------------|--------|
| City of Rensselaer     | 22  | Rensselaer Utilities | 394.81 |
| NIPSCO                 | 22  | DeMotte Utilities    | 322.81 |
| NIPSCO                 | 22  | Wheatfield Utilities | 122.91 |
| United Telephone Co.   | 213 | Rensselaer Phone     | 89.53  |
| Northwestern Telephone | 213 | DeMotte Phone        | 22.12  |
| United Telephone Co.   | 213 | Wheatfield Phone     | 33.88  |

SUBTOTAL \$ 986.06

BILLS ALLOWABLE

|                                             |     |                           |                             |
|---------------------------------------------|-----|---------------------------|-----------------------------|
| American Econo-Clad                         | 73  | Books                     | 43.05                       |
| A.E. Boyce Co.                              | 313 | Supplies                  | 63.55                       |
| Brodart Co.                                 | 73  | Kits/Supplies             | 48.54                       |
| Brodart Co.                                 | 251 | McNaughton Service        | 417.00                      |
| California Public Affairs<br>Clearing House | 73  | Books                     | 18.09                       |
| Catalog Card Corp.                          | 73  | Kits/Supplies             | 36.14                       |
| Charles W. Clark Co.                        | 73  | Books                     | 208.94                      |
| Farm Bureau                                 | 321 | Electrical Supplies       | 5.40                        |
| Heritage Office Supply                      | 313 | Supplies                  | 11.07                       |
| Highsmith Co.                               | 321 | Supplies                  | 7.74                        |
| Kirby Risk Supply Co.                       | 322 | Light bulbs               | 112.43                      |
| R & A Leasing                               | 253 | Copy Machine Rental       | 158.49                      |
| Rensselaer Republican                       | 73  | Newspaper                 | 16.00                       |
| Ribordy Drugs                               | 321 | Supplies                  | 18.67                       |
| Roby, Bruce E.                              | 214 | Mileage                   | 16.50                       |
| Rural Rubbish Removal                       | 254 | DeMotte Service           | 11.00                       |
| Schultz Family Store                        | 321 | Supplies                  | 3.33                        |
| Sears & Roebuck Co.                         | 322 | Relief Valve              | 7.49                        |
| <del>Smith Office Supply</del>              |     | <del>Savin Services</del> | <del>697.28</del> cancelled |
| Vidette Messenger                           | 73  | Newspaper                 | 12.45                       |

SUBTOTAL \$ ~~1013.16~~ 1215.88

\$ ~~2899.22~~ 2201.94

56.25

TOTAL \$ ~~2955.47~~ 2258.19

Schnaible Service & Supply 322 Supplies

William C. Chace  
Wm. Laugherly  
James A. Leffer  
Wm. Dourand  
William C. Chace  
Joyce E. Stange

# Jasper County Public Library

Rensselaer Public Library, Headquarters

Van Rensselaer & Angelica Streets

Rensselaer, Indiana 47978

Phone 219-866-5881

De Motte Branch

De Motte, Indiana 46310

Wheatfield Branch

Wheatfield, Indiana 46392

March 10, 1980

## BOARD ACTION

It is decided that the three certificates of deposit held by the library, totaling the sum of \$6669.26, be cashed and deposited into the Library Improvement Reserve Fund; that \$2424.39 be transferred from the Operating Fund to the Library Improvement Reserve Fund; and the \$10,000 from the Library Improvement Reserve Fund be used to purchase a 26 week money market certificate, with interest upon maturity being deposited into the same fund.

Barbara Grizzle  
James A. Lefler  
William C. Chace  
Don Howard  
J. A. Langhorne

AGENDA.....MARCH 26, 1980

- 1) Interview with Tom Walgamuth, architect, on Rensselaer remodeling project.
- 2) Hiring of new assistant librarian at DeMotte Branch Library.
- 3) Request of time off for Susan Bush and Emma Osterfeld for library course work at Purdue.
- 4) 26 week money market certificate purchase.
- 5) Rensselaer employees' new job descriptions.



AGENDA.....APRIL 7, 1980

- 1) Minutes of March 10, 1980 meeting
- 2) Minutes of March 26, 1980 meeting
- 3) Monthly report
  - a. Collection size/Rensselaer
  - b. Patron usage of Rensselaer Library
  - c. New magazines
  - d. McNaughton circulation
- 4) Bills to be allowed
  - a. March list
  - b. April list
- 5) DeMotte business
  - a. Lighting
  - b. Insurance follow-up
- 6) Wheatfield business
  - a. Caulking
  - b. Insurance/Ownership of building
  - c. Library use statement
- 7) Rensselaer business
  - a. Remodeling
  - b. Foundations' replies
  - c. 26 week market certificate
  - d. Swords/Insurance
  - e. Tax commissioners' report
  - f. Fines for overdues
  - g. Other new business

MINUTES.....MARCH 10, 1980

The Jasper County Public Library Board met on March 10, 1980 at 7:30 p.m.  
Present: Challis, Daugherty, Downard, Gribble, Lefler, Stumpe,

The minutes of the February 11, 1980 meeting were presented for board approval. Mrs. Daugherty moved they be approved, Mrs. Stumpe seconded and the motion passed.

The monthly report was presented by Mr. Roby. He noted that circulation was down a little in February but that the number of people in the library was down very little compared to January. He said that the February bills had been substantial in terms of money spent but that a significant part of this had been for the annual insurance premium. He also brought to the board's attention the lesser amount to be paid in March.

Bills to be allowed in the amount of \$2955.47 were presented. A question over the copy machine service came up but discussion was postponed until Rensselaer business was covered. Mrs. Daugherty moved they be allowed, Mrs. Gribble seconded, and the motion passed.

Lighting quotations for the DeMotte Library were presented and reviewed by the board. Mr. Roby suggested that the job be awarded to the lowest bidder who could supply the fixtures meeting the size requirements, i.e., capable of covering the holes where the existing recessed fixtures are currently installed. Stumpe moved this be done, Challis seconded and the motion passed. Mr. Roby will contact the bidders and award the job per the above stipulations.

A discussion followed about utilizing local businesses for services and goods provided to the library. Mr. Lefler said he felt that the library should use in-town (defined as "within the county") businesses in our request for services. It was also the consensus of the Board that local suppliers should be used for part of the library's purchases of supplies.

A request for the use of the DeMotte Library by the Jasper County 4-H was presented by Mr. Roby. Mr. Lefler questioned why they were not using the school since it was his understanding that state law allowed this. Mr. Roby was to check on this, but the Board did give approval for the monthly usage. Mrs. Gribble so moved, Mrs. Daugherty seconded, and the motion passed.

The Wheatfield bookdrop was discussed. It was reported that the Friends of the Library in Wheatfield had decided not to purchase the bookdrop immediately. The bookdrop will be purchased by the library in June by agreement of the Board.

The question of the Wheatfield Library building was discussed. Mr. Lefler said he was still waiting on a reply from Mr. Scamihorn regarding existing insurance held by the school corporation. Mrs. Stumpe said she was going to see him later in the evening and would check on the matter and get back to him.



Mr. Roby presented his job description for the director's position. After discussion it was decided that the following should be added:

"Attend all board meetings and prepare minutes of same."  
"Selection and acquisitions of print and non-print material."  
"The director of the library will be evaluated twice annually  
(May and November) based upon this job description."

Discussion also occurred over the issues of hiring and dismissal of employees and of handling all staff/personnel matters and relationships. Mrs. Daugherty raised the question whether hiring and dismissal should not be the decision of the director. After discussion and clarification by Mr. Roby and Board members it was decided that hiring and dismissal should remain the Board's responsibility but within the context of the director's recommendations. No change was necessary. Mr. Roby expressed the concern that for an effective director/staff member relationship the director needed to have the authority to enforce staff related policies and procedures and that a necessary means to handle problems be established. His concern was that staff members needed to come to him for direction and supervision and not for them to go directly to individual board members outside of normal procedures. The Board stated that any such necessary actions should and would be handled in an open public meeting but that all such actions by staff members should be thoroughly exhausted through him before taken to the board. No change was necessary. With the agreed upon amendments the job description was approved. So moved by Dr. Downard, seconded by Mrs. Daugherty.

A discussion on library programming followed. It was reaffirmed that all programming was the responsibility of the director and that a re-evaluation of the library's orientation on this subject was desirable. It was felt that library staff should not be participants in programs while on library time. It was also felt that library personnel should not be overly used as program instructors and that programs should not be disruptive of the library's environment or usage by other patrons.

Mr. Roby and Mrs. Gribble discussed their meeting with Ron Fletcher and Bill Brown at the Kankakee-Iroquois Regional Planning Commission. They presented a list of potential sources of funds which had been suggested by Mr. Fletcher. They also presented Mr. Fletcher's suggestion that they contact Ball State Engineering Department to have a feasibility study done. After much discussion Mr. Roby suggested that the Library Board begin talking with architects and building contractors to get ideas for remodeling. At the same time make a request to have the feasibility study done by Ball State for \$400 and seek funds from the sources suggested by Mr. Fletcher for a more costly feasibility study to be done by an architect, i.e., to have it done by the latter if money becomes available, by the former if not. Once the feasibility study is completed seek funds for an architect to draw up specifications and then funds for the actual remodeling. Mr. Roby advised the Board that monies would probably be available only for innovative programs so that some real thought needed to be given to what is to be done. He will begin contacting architects, building contractors and foundations for money for the feasibility study. He also listed items for updating maintenance necessary even before remodeling might begin. These included insulation in the attic, repair of the windows, sandblasting the

radiators, better thermostatic controls of the heating system, and painting the main room ceiling. He said the figure would be probably around \$8,700, leaving \$2,000 in the LIRF. He felt these should be done before next winter, given the distinct possibility that the actual remodeling could still be one to two years away, being dependent upon available funding. This was per Mr. Fletcher's estimate of time.

Mr. Roby presented figures of replacement cost for the equipment and furniture inventories taken at all three locations. These were: Rensselaer \$74,708.43; DeMotte \$28,529.16; Wheatfield \$12,631.43. He suggested a 12% inflation figure be added to these and insurance be purchased at these levels. This would result in better and more realistic coverage and a \$74 annual savings. The savings could be spent on something else or applied toward more coverage on the building at DeMotte. Mr. Roby will check into this.

Mr. Roby presented a copy machine analysis of costs for 1979 and for the two months of 1980. It showed an actual deficit of \$1,778.57 for the former and, at the present charge per copy of 10¢, \$2,065.62 for the latter. Mrs. Daugherty moved an increase in copy charge to 15¢, Mrs. Challis seconded, and the motion passed. Mr. Roby was also to look into whether the service agreement should be renewed for the following year, and to advise the board at the next meeting.

Mr. Roby presented the necessary steps to obtain the 26 week money market certificate. This involved cashing the three Certificates of Deposit, amounting to \$6669.26, and depositing them into the LIRF, and transferring \$2424.39 from the Operating Fund into the Library Improvement Reserve Fund. This would bring the LIRF to \$10,000 for the money market certificate. He will make the purchase within the next three weeks at the highest available rate. Daugherty moved this be done, Gribble seconded and the motion passed.

Mr. Lefler made the following budget committee appointments: Mrs. Daugherty, Dr. Downard, and Mr. Lefler.

Mr. Roby brought up the cost of attending the District I meeting in April. It was decided the library would pay admission and mileage for all who attend.

Meeting adjourned at 11:20 p.m.

The next meeting will be April 14 at 7:30 p.m. at the DeMotte Branch Library.



Minutes.....March 26, 1980

The Jasper County Public Library Board met on March 26, 1980 at 7:30 p.m. in special session. Present: Mrs. Daugherty, Mrs. Gribble, Dr. Downard, Mr. Lefler.

The meeting was opened with a short discussion concerning appointment of the new board member. No action had been taken to date by the school board. It was estimated that an appointment would be made at their next meeting.

Mr. Roby introduced Mr. Tom Walgamuth, an architect from Lafayette. Mr. Walgamuth gave a slide presentation of architectural projects with which he had been associated. He then gave a rundown of agencies he had contacted for potential money for a feasibility study for the library. These included the Indiana Arts Commission, National Endowment for the Arts, Lilly Endowment, and H.U.D. He said there might be the possibility of funding for planning from the first two but that there would be no money available from the others. He said that a master plan covering about the next five years would be necessary from both the Indiana Arts Commission and the National Endowment for the Arts. He also said the building needed to be on the National Register in order to qualify for monies from the former. After more discussion he outlined the following recommendations and time table:

- I. Apply to be listed on the National Register
- II. Have a preliminary assessment and analysis of the physical building, noting
  - A. The condition of the building.
  - B. An energy loss analysis.
  - C. The workability of the building in terms of better space utilization.
- III. Have an analysis of the functional needs of the building, noting:
  - A. Needs for functions and programs (present and future).
  - B. Physical facilities: Wheelchair accessibility, bookstack areas, restrooms.
- IV. Apply for grant funding to meet needs.
- V. Develop master plans for programs (5 to 10 years)

After further discussion Mr. Walgamuth set the following charges for future service:

- 1) Application for National Register: \$30.00/hour with a maximum of \$500.00
- 2) Schematic planning: \$1,000.00

He placed the following time table estimates for the above: #1, 3 weeks maximum; #2, 4 to 6 weeks.

After he left the board discussed his presentation and it was decided to wait until answers came back from the letters of inquiry written by Mr. Roby for funding for a feasibility study. In the mean time Mr. Roby is to try to locate and contact architects who have been involved with other remodeling programs on Carnegie libraries. Dr. Downard said the board should consider trying to complete the application to the National Register. Other members concurred and Mr. Roby is to obtain the necessary application forms.



Mr. Roby reported he was going to purchase the 26 week money market certificate on the 27th using the entire LIRF money available. He also noted a potential savings regarding stripping the radiators rather than having them sandblasted. This would show a potential savings of over \$2,100.00 and would leave a LIRF balance of about \$3,600.00 after having the updating and maintenance work done per the current quotations.

Dr. Downard requested a change in the next board meeting and it was agreed that it be moved to the first Monday of the next month, i.e., April 7th.

Mr. Roby introduced the subject of hiring the new assistant librarian for DeMotte by first asking for a clarification regarding the hiring of board members' relatives. Although this is not in the current policy it had been prohibited in the preceding staff policy for the library. Since he sought no change but merely confirmation of its absence the board reaffirmed the existing policy of no restrictions.

Mr. Roby presented four applicants for the board's review out of over sixty calls on the job and over thirty applications completed: Crystal Bailey, Carole DeHaven, Ruth Roby, Annette Tillema. All four had been interviewed by both himself and Mrs. Whited, the branch librarian at DeMotte, and both concurred on the recommendation of Mrs. Roby. He reintroduced the issue of library employee-certification requirements as they were to be met by January 1, 1980, noting, however, that no action needed to be taken until such time that a librarian IV be reportable as employed for the 1980 annual report. He told the board that at this point in time Mrs. Whited would not be able to meet certification requirements by the end of the year, and that the question was whether to hire the one applicant, Mrs. Roby, who could meet the state requirements or to wait until later in the year. Mr. Lefler raised the question of salary and Mr. Roby suggested that according to Ms. Hawkey's commentary of the 1980 budget there should be enough money to pay Mrs. Roby \$4.00 an hour by absorbing the additional money saved from the switch janitorial services and the extra five hours allotted for the assistant at the branch. Mr. Lefler computed that hourly rate for fifty weeks at 20 hours per week and suggested the position be established as part-time at an annual salary of \$4,000.00. Upon this recommendation it was agreed that Mrs. Roby be hired as the assistant librarian for the DeMotte Branch Library for \$4,000.00 salary per year working not less than 15 hours and not more than 20 hours per week. So moved by Mrs. Gribble and seconded by Dr. Downard; motion passed.

During this discussion the ongoing topic of staff relations was raised and discussed. Although no definite decision was made at that point, potential actions were defined and would be taken by the board if necessary in the future.

Mr. Roby also noted that, based upon the March 12th issue of the Rensselaer Republican, there was the possibility that the library district could fall into the next higher category of population served, thus, over 25,000. This would place the library in the position of needing a librarian II (for which he would qualify under the incumbent clause), a librarian III as an assistant, and 1/3 of the staff certified at the librarian IV or specialist IV level. He said he had received notice of upcoming examinations from the state certification

board and that he had brought this to the attention of the three potentially certifiable employees on the staff. Two of them, Mrs. Bush and Mrs. Osterfeld, had said they were interested in obtaining certification by studying for one examination this June; by requesting the board's permission to attend classes in the mornings at Purdue for four weeks during the summer without loss of pay to complete a reference course; and, then by studying for the third examination in the fall. Mr. Roby recommended the board approve this plan since the two women would be paying for their tuition and traveling expenses, and that this would greatly aid the library if the census figures revealed an increase in the district's population; he further suggested that even if the population did not reach the 25,000 figure it would be close enough to warrant having trained library personnel on the staff for a more professional and effective library operation. This proposal was met, after discussion, with general approval and the motion was passed to allow the morning leave for four weeks with pay for classes for Mrs. Bush and Mrs. Osterfeld. So moved by Mrs. Gribble; seconded by Mrs. Daugherty.

Mr. Roby then distributed copies of new job assignments for the personnel at Rensselaer. Mr. Lefler explained that a staff meeting was to be held the following morning where job descriptions were to be distributed and that a general approval might be appropriate. The descriptions were reviewed and okayed.

Meeting adjourned at about 11:20 p.m.

The next meeting is April 7, 1980 at 7:30 p.m. at the DeMotte Branch Library.

BILLS TO BE ALLOWED.....APRIL 7, 1980

UTILITIES

|                        |     |                      |        |
|------------------------|-----|----------------------|--------|
| City of Rensselaer     | 22  | Rensselaer Utilities | 342.84 |
| NIPSCO                 | 22  | DeMotte Utilities    | 311.51 |
| NIPSCO                 | 22  | Wheatfield Utilities | 111.29 |
| United Telephone       | 213 | Rensselaer Phone     | 83.62  |
| Northwestern Telephone | 213 | DeMotte Phone        | 24.25  |
|                        |     | SUBTOTAL             | 873.51 |

BILLS ALLOWABLE

|                             |                |                                 |         |
|-----------------------------|----------------|---------------------------------|---------|
| American Econo-Clad         | 73             | Books                           | 142.52  |
| Associated Libraries        | 73             | Books                           | 39.42   |
| A. E. Boyce Co.             | 313            | Office Supplies                 | 5.57    |
| Brodart                     | 251            | McNaughton Book Service         | 417.00  |
| Cannon Construction         | 241            | Caulking Windows at Wheatfield  | 55.00   |
| Catalog Card Corp.          | 73             | Kits/Supplies                   | 60.82   |
| Culligan Water Conditioning | 322            | Janitorial Supplies             | 3.50    |
| DeMotte Office Supply       | 313            | Office Supplies                 | 9.38    |
| Demco                       | 321            | Book Supplies                   | 18.51   |
| Fase's Electric             | 241            | Lights at DeMotte [Const. Fund] | 637.00  |
| Gary Post-Tribune           | 73             | Newspaper                       | 100.00  |
| Grolier Year Book           | 73             | Books                           | 14.00   |
| Heritage House              | 313            | Office Supplies                 | 43.37   |
| Kankakee Valley Post News   | 231            | Newspaper Advertisement         | 3.50    |
| National Geographic         | 73             | Books                           | 5.75    |
| Publishers Guild            | 73             | Books                           | 50.50   |
| Quality Books               | 73             | Books                           | 15.57   |
| R & A Leasing               | 253            | Copy Machine Rental             | 158.49  |
| Rand McNally                | 73             | Books                           | 129.00  |
| Rensselaer Republican       | 73, 251        | DeMotte Subscription/Ad         | 13.10   |
| Roby, Bruce E.              | 214            | Mileage                         | 24.75   |
| Silver Burdett              | 73             | Books                           | 36.70   |
| Smith Office                | 321            | Copy Machine Supplies           | 124.56  |
| State Bank of Rensselaer    |                | Safe Deposit Box Rent           | 8.50    |
| Trio Engraving              | 252            | Blueprint Duplication           | 124.80  |
| Petty Cash -Bruce Roby      |                | Wheatfield                      | 18.45   |
| Petty Cash -Bruce Roby      |                | DeMotte                         | 25.95   |
| Petty Cash -Bruce Roby      | <del>212</del> | Rensselaer                      | 58.82   |
| Post Master                 | 212            | Postage                         | 95.60   |
| Indiana Library Assn.       | 214            | District I Meeting              | 18.00   |
| Charles F. Ramp             | 241            | Work on locks                   | 37.70   |
|                             |                | SUBTOTAL                        | 2495.83 |
|                             |                | TOTAL                           | 3369.34 |

James A. Lefler

Oppe E. Stumpel

Barbara Grubbe

Lynn Daugherty

Colleen E. Chace

William L. Dourand



AGENDA.....May 12, 1980  
7.30 p.m.

BLUEPRINT INSPECTION BEFORE THE MEETING

- 1) Introduction of new board member, Mr. Frank Wright.
- 2) Minutes of April 7, 1980 meeting.
- 3) Monthly report
  - a) Circulation
  - b) Patron usage
  - c) Financial situation/tax draw
  - d) Financial investments
  - e) Expected monies: \$142,233.09
  - f) Overdue fines
- 4) Bills to be allowed.
- 5) Director evaluation.
- 6) DeMotte business
  - a) Furniture arrangement
  - b) Door installation
  - c) Lee Company/Farm Bureau
  - d) Copy machine consideration
  - e) CETA employee
- 7) Wheatfield business
  - a) C.C.D./Library use policy
  - b) Wasps
- 8) Rensselaer business
  - a) Swords
  - b) Salaries
  - c) Summer hours
  - d) Library use request/Humane society
  - e) Copy machine service agreement
  - f) Workshops
  - g) One day away



Minutes.....April 7, 1980

The Jasper County Public Library Board met on April 7, 1980 at 7:30 p.m. at the DeMotte Library. Present: Mrs. Challis, Mrs. Daugherty, Dr. Downard, Mrs. Gribble, Mr. Lefler, Mrs. Stumpe.

The meeting was opened with approval of the March 10 minutes. Mrs. Stumpe moved; seconded by Mrs. Daugherty; motion passed.

The minutes of the March 26 meeting were presented. Mrs. Gribble pointed out that no mention had been made that funding from the Indiana Arts Commission and the National Endowment for the Arts would be only "arts" related. Mr. Roby related a conversation which he had had with John Allen with James Associates earlier in the day. It had been stated by Mr. Allen that the Indiana Arts Commission did fund some feasibility studies. Given this information, it was decided no change to the minutes was necessary. Mrs. Daugherty raised a question regarding the meaning of the phrase "potential actions were defined and confirmed by the board if necessary in the future" as it related to topic of staff relations. After discussion it was decided that the word "confirmed" should be changed to "would be taken". As amended, the minutes were approved. So moved Mrs. Daugherty; seconded by Mrs. Challis.

The monthly report was introduced by Mr. Roby with changes to be made in the January and February book collection figures for Rensselaer. He gave the circulation figures to be applied to the graphs which he had distributed at an earlier meeting. Following this he noted that the number of patrons in the Rensselaer Library, 2683, was an increase of about 20% over February. He also said that patron usage had increased at the branches according to the librarians although he did not have actual figures to report. These revealed an increase in circulation from 10 to 25 percent at the three locations compared to February. Mr. Roby then distributed the list of new books in the libraries added in March and drew attention to the leased books program whereby over 340 books had been circulated within the system over the past three months. This had allowed, he said, doubling or tripling of the number of books arriving at each location. He also noted that circulation of these books had increased 20% in March over February.

The March bills to be allowed were updated, reflecting the non-payment of \$635.00 for the copy machine service contract. This brought the total amount in March down to \$2,258.19. The April bills to be allowed of \$3,369.34 were presented for approval. So moved by Mrs. Daugherty and seconded by Mrs. Challis; motion passed.

In DeMotte business Mr. Roby reported the lights had been installed by Fases' Electric at the cost of \$637.00. He said that although these two bulb fixtures were about an inch and a half thinner than necessary to cover the holes of existing fixtures, the four bulb fixtures were identical except for the width and that when installed the difference would be negligible and worth the savings in cost. Mr. Roby then reported that after checking on the cost of additional insurance for the DeMotte building he had found that full coverage could be attained with the available savings on personal property coverage plus an additional cost of only



\$20.30. He said this had been taken care of for full coverage of \$180,000. He then reported on the circumstances of someone being in the library after hours. He said that the locks had been rekeyed and instructions had been given to the librarian that the door leading upstairs should always be deadbolted when the building was unattended. He also suggested that the door at the top of the outside steps be installed with a double keyed dead bolt so that only that key would be issued to users, with the bottom door being left unlocked only when there were to be evening meetings. This met with general board approval. All present then went upstairs to inspect the doors for possible door alarms. Mr. Roby said each installed door alarm would be just under \$100.00. He also proposed moving the circulation desk down into the middle of the building, thus providing a security point for all three upper doors and making the office more accessible to the librarians. This also met with general board approval. It was decided not to have the alarms installed until it was seen whether moving the desk provided what was needed. The topic of landscaping at DeMotte was raised and it was to be suggested as a potential project for the Friends of the Library.

In Wheatfield business Mr. Roby reported that the caulking of the windows had been done by Cannon Construction for \$55.00. This reflected a cost savings of \$17.00 over the next lowest bid. He also said that the caulking purchased by the Friends of the Library had dried up during the period between purchase and attempted application and that the cost of new caulking was \$6.23. He also noted that one cracked window had been replaced. The topic of insurance on the building was raised and Mr. Lefler reported that Mr. Scamihorn is to furnish the board with a copy of the insurance coverage when it's available. He said he felt this would cover our need to document permission to use the building. Mrs. Stumpe said she would try to find a statement on the topic in the school board's minutes. The topic of a Wheatfield library use statement for the CCD class was discussed. It was decided that instead of adopting the proposed statement Mr. Roby should approach Fr. Ockerman on the problem and work out arrangements whereby either a different class use the building, Fr. Ockerman and Lois open the building together on Tuesday mornings for an inspection, or the CCD superintendent open and close the library for the class, thus inspecting the condition upon their exit. The last alternative was to be preferred. Beyond this particular situation, Mrs. Gribble suggested that the library use policy be updated and expanded, with changes being presented as an addendum. The board felt the following should be done; Mr. Roby will follow through on this.

Under Rensselaer business Mr. Lefler, under the subject of remodeling, read a letter he had received from Ken Schuette. He said he felt Mr. Schuette should be recontacted before a final decision be made on any particular architect. Mr. Roby reported on two conversations which he had had with two architects experienced in remodeling Carnegie libraries and on one with Martha Roblee, library consultant at the state library. He said that he had learned of a community analysis workshop to be offered in September which he felt would be of value to the remodeling program. He said that the two architects had agreed that the feasibility study



needed the librarian's input on proposed programming and goals to meet patron needs and that a community analysis was the most systematic and effective means to obtain accurate and valid information. Mr. Roby reported that he had received 12 responses to the 24 letters he had written to foundations, 3 of the 12 not turning down his request to submit an application for funds. He said that as money was being tightened up by the federal government private foundation requests were increasing, with the result being more competition for less available money. He said he would continue to look in different areas. He said he had received the application to have the library building put on the National Register and that he foresaw no real difficulties in its completion with the help of Dr. Downard and Mr. Lefler. They both agreed to work on the application. At the end of the discussion on remodeling Mr. Roby made the following proposal:

- I. Make application for the National Register now.
- II. Continue to talk with architects to gather further information for the group's pool of ideas.
- III. Do the community analysis beginning in September.
- IV. Have the feasibility study completed after the community analysis is done. This would probably be in the Spring unless money became available earlier through a grant.

It was agreed that he should continue to investigate the matter but that it was no longer as pressing an issue as earlier. This met with general approval by the board.

Mr. Roby reported that he had purchased the 26 week money market certificate at a 15.7% rate. He said it had been placed in the safe deposit box.

Mr. Roby reported that Mike Smith, the library's insurance agent, had said the sword appraisal would cost approximately \$200, the swords having to be transported to Gary by a local jeweler for the appraisal. After much discussion it was decided to leave the swords in their present location and for Mrs. Gribble to find out who the original owner of the swords was. The topic will be discussed at the next meeting.

Mr. Roby reported on a notification by John Moore of the current appraisal value of property in the county. Mr. Roby reported that at the rate of \$.06 per 100 dollars the library could expect \$87,826.09 income in 1980. He added other incomes at the 1979 levels and said that at that rate the library could expect a total income of \$128,472.69. He cautioned though that the levels of 1979 might not be accurate indications of what is to be received. Mr. Roby was instructed to call John Moore and Joan Lattimore to try to get more information on available monies.

Mr. Roby brought up the subject of fines for overdues, noting that a substantial amount of staff time was being spent on obtaining books which were new and in current demand. He said he felt that the current fine rates and policy were ineffective, and that the purpose of overdue fines should not be to bring in added income but rather to keep the limited amount of new books added to the collection in circulation. After much

discussion the following schedule was adopted:

- I. Three day grace period.
- II. \$0.25 per day for adults retroactive to the first day of overdue status.
- III. \$0.05 per day for children retroactive to the first day of overdue status.
- IV. A replacement charge of \$3.50 for processing should be added to the current cost to replace a lost book.

So moved by Mrs. Stumpe and seconded by Dr. Downard. Mr. Roby is to update the policy statement and to make it clear when publicizing the change that the library's concern is not for the income but rather for the books.

Mr. Roby requested approval to construct a cage front for the local history collection now located in the balcony. He said the material cost would be just over \$20.00. So moved by Mrs. Daugherty; seconded by Mrs. Gribble; motion passed.

Mr. Roby distributed organization charts for Rensselaer and for the System. He also distributed a list of functional areas in the library, showing within these areas what tasks were assigned to whom.

The board went into executive session.

The meeting adjourned at 12:26 a.m. April 8, 1980.

The next meeting will be on May 12, 1980 at the Rensselaer library.



| NAME                        | BUDGET       | /HOUR  | CHANGES      | /HOUR                    | MORE+/LESS-   |
|-----------------------------|--------------|--------|--------------|--------------------------|---------------|
| Bruce Roby                  | \$11,700     |        | \$13,500     |                          | +1800         |
| Susan Bush                  | 6,400        | (3.08) | 6,650        | (3.20)                   | + 250         |
| Martha Daugherty            | 1,200        | (5.00) | 1,200        |                          |               |
| Treina Lane                 | 1,100        | (2.55) | 1,100        |                          |               |
| Lisa Mitchell/Replace.      | 1,100        | (2.55) | 2,050        | summer/40hr/wk<br>(2.95) | + 925         |
| Cheri Mize/Replace.         | 3,275        | (3.15) | 2,450        | (15 hr/)<br>week         | - 825         |
| Emma Osterfeld              | 6,500        | (3.13) | 6,600        | (3.17)                   | + 100         |
| Lois Richer                 | 7,000        | (3.37) | 7,000        |                          |               |
| Ruth Roby/<br>Eunice Harsin | 3,275        | (3.15) | 3,525        | (4.00)                   | + 250         |
| Sharon Schulenberg          | 3,650        | (3.40) | 3,650        |                          |               |
| Eileen Spurgeon             | 1,500        | (3.10) | 1,500        |                          |               |
| Hank Starkey                | 625          | (3.00) | 625          |                          |               |
| Mary Kay Whited             | 7,000        | (3.37) | 7,000        |                          |               |
| Ethel Yoder                 | 7,000        | (3.37) | 7,000        |                          |               |
| Eunice Yeoman               | <u>7,100</u> | (3.41) | <u>3,900</u> |                          | <u>-3,200</u> |
| TOTAL                       | \$68,425     |        | \$67,750     |                          | - 700         |

AMOUNT BUDGETED :

\$67,840                      \$585.00 short                      \$115.00 ahead

ADJUSTED BUDGET :

\$69,640                      \$1215.00 short                      \$1890.00 ahead

Potential Savings

- 1) CETA employee (\$6,552)
- 2) Workstudy Students (\$1,200)

Save money on Cheri's replacement.

|                      |                   |
|----------------------|-------------------|
| Anticipated income   | \$141,450.00      |
| Budget appropriation | <u>137,690.00</u> |
| Extra income         | 3,760.00          |
| 26 wk money market   | 783.00            |
| Work-study savings   | 1,200.00          |
| Salary savings       | <u>115.00</u>     |
| \$\$\$ CUSHION       | \$ 5,858.00*      |

\*plus additional savings on CETA  
employee as replacement for Cheri Mize.

BILLS TO BE ALLOWED.....MAY 15, 1980

UTILITIES

|                                |            |        |
|--------------------------------|------------|--------|
| City of Rensselaer             | Rensselaer | 245.41 |
| NIPSCO                         | DeMotte    | 232.10 |
| NIPSCO                         | Wheatfield | 62.55  |
| Northwestern Indiana Telephone | DeMotte    | 52.43  |
| United Telephone               | Rensselaer | 111.73 |
|                                | SUBTOTAL   | 704.22 |

|                                              |                                                           |         |
|----------------------------------------------|-----------------------------------------------------------|---------|
| American Library Assoc.                      | books                                                     | 10.75   |
| A.E. Boyce                                   | office supplies                                           | 100.78  |
| B & M Sales. & Service                       | fire extinguishers (DeM.-63.00)<br>(Wht. + Rens. -124.50) | 187.50  |
| Bierma Hardware                              | weatherization materials<br>(Wheatfield)                  | 39.55   |
| Brodart, Inc.                                | McNaughton Service                                        | 417.00  |
| Brodart, Inc.                                | books                                                     | 33.40   |
| Catalog Card Corp. of America                | card sets                                                 | 10.43   |
| Commerce Clearing House                      | books                                                     | 24.67   |
| DeMotte Office Supply                        | library supplies                                          | 5.58    |
| Eastern Indiana Library<br>Service Authority | books                                                     | 2.50    |
| Fendigs Drug Store                           | supplies                                                  | 8.46    |
| Great Lakes Copy Supply                      | Savin service                                             | 100.34  |
| Great Western School Supply                  | library supplies                                          | 66.98   |
| Heritage Office Products                     | library supplies/typewriter<br>service (DeMotte-25.85)    | 65.62   |
| Indiana Historical Society                   | dues                                                      | 15.00   |
| Jasper County Farm Bureau                    | work done at DeMotte <sup>Construction Fund</sup>         | 2601.80 |
| Jefferson, Elsie                             | library supplies (cake-Wht.)                              | 8.50    |
| National Geographic Society                  | books                                                     | 65.00   |
| Postmaster                                   | stamps                                                    | 95.00   |
| R & A Leasing                                | copy machine rental                                       | 158.49  |
| Rensselaer Electric                          | intercom equipment                                        | 13.20   |
| Rensselaer Republican                        | newspaper subscription (Wht.)                             | 27.00   |
| Ribordy Drugs                                | smoke detectors (Wht.-12.88)<br>(DeMotte-25.76)           | 38.64   |
| Roby, Bruce                                  | mileage                                                   | 92.85   |
| Smith Office Supply                          | service (typewriter)                                      | 81.00   |
| Stowers & Sons                               | library supplies (Wht.)                                   | 5.41    |
| Vidette-Messenger                            | newspaper subscription<br>(Wheatfield)                    | 14.25   |

SUBTOTAL 4289.70

TOTAL 4993.92

Barbara Grubbs

Colleen C. Chellis

Lynn C. Daugherty

Frank D. Wright

James A. Keffler

William L. Dornard

AGENDA.....June 9, 1980  
7:30 p.m.

- 1) Minutes of May 12, 1980 meeting.
- 2) Monthly report
  - a) Circulation
  - b) Patron usage
  - c) Financial review
  - d) Overdue fines
- 3) Bills to be allowed
- 4) DeMotte business
  - a) GED class
  - b) Door
- 5) Wheatfield business
  - a) Landscaping/plumbing
  - b) New well
- 6) Rensselaer business
  - a) Check signing procedure
  - b) Closed in August
  - c) Audit of books
  - d) Circulation machines
  - e) Tree removal

Minutes.....May 12, 1980

The Jasper County Public Library Board met on May 12, 1980 at 7:30 p.m. at the Rensselaer Headquarters. Present: Mrs. Challis, Mrs. Daugherty, Dr. Downard, Mrs. Gribble, Mr. Lefler, Mr. Wright.

The meeting was opened with the welcoming and introduction of Mr. Frank Wright as the new Board member.

The minutes of the April 7 meeting were presented. These were approved without discussion. So moved by Mrs. Challis; seconded by Mrs. Daugherty.

The monthly report was presented to the Board. Mr. Roby told them that, characteristically, circulation had dropped off in April: Rensselaer, down 12.4%; Wheatfield, down 17%. He noted, however, that DeMotte's circulation had increased 2%. In other statistical areas he reported that patron usage of the Rensselaer facilities had increased 1.8% over March, but that, by eliminating the people in the new sign language class and the humane society meeting, it brought the increase down to zero. He also reported that the McNaughton usage had increased 5.5% over March. Further, the Board's attention was directed to the additional information now available on the report regarding interlibrary loan activity. After reviewing the financial situation Mr. Roby reported the receipt of two checks totalling \$19,345 for certified shares and property tax replacement. He also reported that, according to a speaker at the bookkeeping workshop which he and Mrs. Gribble had attended, the use of all monies to maintain operations were permissible as long as the books reflected the borrowing of given amounts from one fund to another and that the subsequent repayment be made within the budgetary year. Other meetings and/or workshops which he and members of the staff or the board had attended were presented. In a conversation with Laura Johnson at the State Library, Mr. Roby was told that state distribution of funds was tied to the budget figures; he was also told that all monies could be invested in saving accounts or certificates of deposit and that income on interest bearing savings was legal. Mr. Roby reported that he had had a conversation with John Moore concerning income from property tax and that he had been told that checks would be late this year. In a conversation with Joan Lattimore, he reported that the expected income for the library had been set at \$142,233.09.

On the overdue fines situation Mr. Roby reported that the amount of books outstanding had decreased significantly and that much less staff time was being devoted to their recovery. Mrs. Daugherty confirmed this by mentioning that the Branch librarian at DeMotte had had only one call to make that day. Mr. Roby noted that the reaction to the stiffer fines had been positive for non-offenders who thought books should be returned on time, and negative for those who consistently and/or chronically have overdue books. Mrs. Daugherty raised the question whether Board members should pay overdue fines. After much discussion Dr. Downard moved that board members abide by the policies they set forth. Lacking a second the motion died. After further discussion Mr. Roby was advised by the Board to notify his staff that Board members should be contacted when materials are overdue for their speedy return but that no fines should be levied.

May bills to be allowed were presented for approval. Mr. Roby noted that fire extinguishers and smoke detectors had been purchased for all three locations, payment for DeMotte to be made from the Construction fund. A motion to approve was made by Mrs. Gribble; seconded by Mrs. Daugherty; approved.



The Board then began the director's six month evaluation in closed session.

In DeMotte business Mr. Roby reported that the furniture had been rearranged with positive results, and that the door at the top of the outer stairwell had been installed. On outstanding bills for the DeMotte building he reported that Farm Bureau had completed their work and were being paid; that Lee Company still had to replace one sliding glass door in a display unit before payment would be made. He reported a balance of \$2434.60 would be left of the construction fund money and recommended an outright purchase of a model 750 Savin copier for the DeMotte library. He said the purchase amount would be \$3629.00 with the difference of \$1094.40 coming off of budget line 723. He said that the copier would encourage library use, provide another tangible service to the community, cut the cost of services and supplies in conjunction with the copier at Rensselaer, and should pay back the \$1100 within a year and save \$2076.64 in finance charges as were being paid currently at Rensselaer. Mrs. Gribble moved the machine be purchased; Mrs. Challis seconded; motion passed. Mr. Roby said the purchase would be made in about 60 days when the tax draw had come through. Mr. Roby raised the question regarding what arrangements had been made for use of the basement at DeMotte for GED classes. Since the board did not know, Mr. Roby was to check into this. He reported that someone wanted to buy a used door which had been replaced during remodeling. The board, by general agreement, advised him to sell it.

In Wheatfield business Mr. Roby presented the revised library use policy for the Board's review. After striking "A maximum of five books or records per person may be borrowed at any given period of time" and changing "All meetings should be cleared with the director and branch librarian at least two weeks in advance" to "All meetings must be cleared ...at least 48 hours in advance," the policy, as revised, was approved. So moved by Mrs. Daugherty; seconded by Mrs. Gribble; passed. The question of dealing with the wasp situation was raised and it was decided to have an exterminator come in at a cost of about \$40.00. So moved by Mrs. Daugherty; seconded by Mrs. Challis; passed. Mr. Roby reported that the Friends of the Library had requested permission to landscape the front of the library and install an outdoor water faucet. Mrs. Daugherty moved that both be approved, the latter pending approval by the School Board; seconded by Mr. Wright; passed.

In Rensselaer business, Mr. Roby reported he had been in contact with Virgil Scowden for an appraisal of the swords and was waiting for him to be in the area. Mrs. Gribble had suggested him. The subject of Mrs. Yeoman's compensation following termination was raised by Mr. Roby. He reported a conversation which he had had with Mrs. Martha Daugherty, the library's bookkeeper, whereby he had been informed of the library's obligation to make payment for three week's vacation earned from 1979. He also presented the question which Mrs. Yeoman had raised as to whether she would receive compensation for accumulated sick time and additional hours which she had put in. The Board felt that, following policy as set forth in the library's manual, sick time was not to be used other than for illness and that any additional hours had been compensated for in her increased salary for the last quarter of 1979. Further, that, as the policy manual states, no overtime is paid and any additional hours should have been taken from the normal work schedule. No compensation is to be made for these. Mr. Roby presented to the Board a revised employee salary schedule, and job assignment recommendations. After his proposed adjustments, the total amount of salaries would be \$67,750 instead of \$69,640. This included hiring a full time CETA employee, to be shared between DeMotte and Wheatfield, moving Ruth Roby to Rensselaer in September to fill the technical services assistant position, increasing Lisa Mitchell's pay and hours for the summer, changing the salary for and designating Susan Bush as administrative assistant in charge of the facilities at Rensselaer in Mr. Roby's absence. This was moved for approval by Mrs. Daugherty; seconded

by Mrs. Gribble; passed.

Mr. Roby proposed that summer evening hours be set on Wednesday evenings until 8:00 p.m. Moved by Mrs. Daugherty; seconded by Mrs. Challis; passed.

Mr. Roby presented a request by the newly organized Humane Society to be allowed the use of the building for meetings without payment. This was approved, motion being made by Mrs. Daugherty, and seconded by Mrs. Gribble.

A copy machine service contract from Great Lakes Copy Supply for \$400 annually was presented to the Board by Mr. Roby. This reflected a savings of \$235 over the contract offered by Smith Office Supply. Mr. Roby said that a recent service by Great Lakes had cost just over \$100 and that the unlimited service under the contract would be worth the expenditure. He also said that with the second machine at DeMotte there would be a 10% discount, with the cost being reduced to \$360. Motion was made by Mrs. Daugherty that the contract be awarded to Great Lakes; seconded by Mrs. Challis; passed. Mr. Roby said he would do this at the time of the purchase of the second copier.

The topic of remuneration for mileage was brought up and Mr. Roby reported the schedules for state employees, state library employees, and the federal mileage allowance. After discussion, Mrs. Daugherty moved that mileage be set at \$.20/mile; Mr. Wright seconded, and the motion passed.

The meeting adjourned at 10:51 p.m.

The next meeting will be on June 9, 1980, 7:30 p.m. at the Rensselaer Headquarters.

# Jasper County Public Library

Rensselaer Public Library, Headquarters

Van Rensselaer & Angelica Streets

Rensselaer, Indiana 47978

Phone 219-866-5881

De Motte Branch

De Motte, Indiana 46310

Wheatfield Branch

Wheatfield, Indiana 46392

June 14, 1980

## BOARD ACTION

It is decided that tax draw monies be deposited in a passbook savings account with expenditures being made by transfer of monies from the savings account to the checking account as necessary to meet financial obligations.

James A. Lefler

Barbara Grizzle

James W. Daugherty

Colleen C. Haller

W.L. Dornand



UTILITIES

|                                                                  |       |                                                     |           |        |
|------------------------------------------------------------------|-------|-----------------------------------------------------|-----------|--------|
| City of Rensselaer                                               | (22)  | Rensselaer                                          | 202.31    | -      |
| NIPSCO                                                           | (22)  | DeMotte                                             | 140.55    |        |
| NIPSCO                                                           | (22)  | Wheatfield                                          | 41.80     |        |
| Northwestern Indiana Telephone Co.                               | (213) | DeMotte                                             | 22.16     |        |
| United Telephone                                                 | (213) | Rensselaer                                          | 89.23     |        |
| United Telephone                                                 | (213) | Wheatfield                                          | 16.60     |        |
|                                                                  |       |                                                     | subtotal  | 512.65 |
| *****                                                            |       |                                                     |           |        |
| Johnson's Trash Removal                                          | (25)  | Apr./May DeM. Pick-up(pd. ck.#1691)                 | 14.00     |        |
| A.E. Boyce                                                       | (311) | office supplies                                     | 16.26     |        |
| Bierma Hardware                                                  | (241) | service & parts-Wht.                                | 17.79     |        |
| Brodart                                                          | (73)  | books                                               | 482.81    |        |
| Brodart                                                          | (251) | McNaughton Service (book rental)                    | 460.50    |        |
| Center for the Study of Rural Librarianship                      | (73)  | periodical                                          | 3.00      |        |
| DENCO                                                            | (321) | library supplies                                    | 40.73     |        |
| DeMotte Office Supply                                            | (321) | library supplies                                    | 2.70      |        |
| EBSCO                                                            | (73)  | magazine subscriptions                              | 2,465.04  |        |
| Facts on File                                                    | (73)  | subscription                                        | 255.00    |        |
| Fendig's Pharmacy                                                | (321) | supplies                                            | 4.29      |        |
| Franklin Watts, Inc.                                             | (73)  | books                                               | 76.70     |        |
| H.W. Wilson Co.                                                  | (73)  | periodical subscription                             | 179.00    |        |
| Johnson's Trash Removal                                          | (25)  | June-DeM. Trash pick-up                             | 7.00      |        |
| Superintendent of Documents Public Documents Distribution Center | (73)  | pamphlets                                           | 11.90     |        |
| R & A Leasing                                                    | (253) | copy machine payment                                | 158.49    |        |
| Rensselaer Readmore                                              | (73)  | newspaper subscriptions                             | 104.85    |        |
| Rensselaer Republican                                            | (232) | photo for National Register                         | 6.00      |        |
| Roby, Bruce                                                      | (214) | mileage                                             | 123.80    |        |
| Sears                                                            | (321) | cleaning supplies                                   | 2.78      |        |
| Victor hotho & co.                                               | (73)  | books                                               | 104.23    |        |
| W.H. Freeman & Co.                                               | (73)  | books                                               | 45.33     |        |
| Walgamuth & Assoc.                                               | (254) | blueprints                                          | 42.08     |        |
| University Press of Ky.                                          | (73)  | books                                               | 25.10     |        |
| Lee Company                                                      |       | DeMotte furniture (construction fund)               | 10,000.00 |        |
| DeMotte State Bank                                               |       | Loan payment on DeMotte building (int. & bond red.) | 10,251.92 |        |

TOTAL 25,394.25

James A. Latta  
 Eric E. Stump  
 Wm. L. Downard  
 Frank Wright  
 Thomas R. B. B. B.  
 Michaelaugherty  
 Cassen C. Chellis



1) Minutes of June 9, 1980 meeting.

2) Monthly report  
a) Circulation  
b) Patron usage  
c) Financial review

3) Bills to be allowed.

4) Demotte business  
a) Copy machine

5) Wheatfield business  
b) New well

6) Rensselaer business  
a) Insulation  
b) Inventories  
c) Exams and classes  
d) Personnel  
e) Questionnaire  
f) Audit of books  
g) Budget

# *Jasper County Public Library*

*Rensselaer Public Library, Headquarters*

*Van Rensselaer & Angelica Streets*

*Rensselaer, Indiana 47978*

*Phone 219-866-5881*

*De Motte Branch*  
*De Motte, Indiana 46340*

*Wheatfield Branch*  
*Wheatfield, Indiana 46392*

July 21, 1980

## BOARD ACTION

It is decided that a deposit in a 90-day certificate of deposit be made to hold monies for the Bond and Interest Redemption Fund, with all interest being entered into that fund. Secondly, that the previously opened savings account is to be used for operating and gift funds, with all interest being entered into the operating fund.

James A. Lefler  
Colleen C. Chavers  
W. L. Dornard  
Stephen D. Daugherty

Bills to be allowed July 15, 1980

|                                             |       | <u>OPERATING FUND</u>                    |           |
|---------------------------------------------|-------|------------------------------------------|-----------|
|                                             |       | utilities                                |           |
| City of Rensselaer                          | (22)  | Rensselaer                               | 112.48    |
| NIPSCO                                      | (22)  | DeMotte                                  | 46.69     |
| NIPSCO                                      | (22)  | Wheatfield                               | 56.48     |
| Northwestern Indiana Tele. Co.              | (213) | DeMotte                                  | 17.32     |
| United Telephone Co.                        | (213) | Rensselaer                               | 127.01    |
| United Telephone Co.                        | (213) | Wheatfield                               | 16.60     |
| Subtotal                                    |       |                                          | 376.58    |
|                                             |       |                                          |           |
| Baker & Taylor                              | (73)  | books                                    | 1,578.62  |
| Baker & Taylor                              | (73)  | books -- special fund account            | 39.45     |
| Barker, Virgil                              | (252) | mowing lawn-DeM.                         | 10.00     |
|                                             |       |                                          |           |
| Brodart                                     | (321) | library supplies                         | 281.81    |
| Brodart                                     | (251) | McNaughton rental                        | 438.75    |
| Brodart                                     | (73)  | books                                    | 133.72    |
| Catalog Card Corp. of America               | (73)  | card sets                                | 44.05     |
| Center for the Study of Rural Librarianship | (73)  | periodical                               | 3.00      |
| Consolidated Insurance                      | (51)  | insurance coverage                       | 1,217.00  |
| Core-Granger Co.                            | (73)  | books                                    | 13.15     |
| Diamond Farm Bk. Pub.                       | (73)  | books                                    | 47.84     |
| Doubleday                                   | (73)  | books                                    | 597.54    |
| East*West Learning Corp.                    | (73)  | books                                    | 557.17    |
| EBSCO                                       | (73)  | mag. subscription                        | 114.03    |
| Great Lakes Copy Supply                     | (313) | copier paper                             | 129.63    |
| Great Western School Supply                 | (313) | office supplies                          | 79.66     |
| Heritage Office Products                    | (313) | office supplies                          | 17.07     |
| Highsmith Co.                               | (711) | bookdrop-Whtfld.                         | 283.28    |
| Jasper Co. Farm Bureau                      | (322) | supplies                                 | 3.95      |
| Johnson's Trash Removal                     | (252) | trash pick-up-DeM.                       | 7.00      |
| Kaper's Building Materials                  | (711) | insulation                               | 1,182.26  |
| Lane's Painting                             | (241) | paint ceiling in balcony                 | 125.00    |
| Macmillan                                   | (73)  | books                                    | 263.79    |
| National Geographic                         | (73)  | books                                    | 6.95      |
| Purdue University                           | (73)  | books                                    | 10.35     |
| Quality Books                               | (73)  | books                                    | 99.00     |
| R & A Leasing                               | (253) | copy machine rental                      | 158.49    |
| Rensselaer Republican                       | (231) | advertising                              | 16.80     |
| Roby, Bruce                                 | (211) | mileage                                  | 33.00     |
| Roby, Bruce                                 |       | petty cash                               | 58.42     |
| Schultz's Family Store                      | (321) | supplies                                 | 1.56      |
| St. Joseph's College                        | (252) | janitorial--work study                   | 151.33    |
| Subtotal                                    |       |                                          | 7,703.67  |
| Total                                       |       |                                          | 8,080.25  |
|                                             |       |                                          |           |
|                                             |       | <u>CONSTRUCTION FUND</u>                 |           |
| Lee Company                                 |       | furniture (pd. ch. # 1761)               | 12,108.50 |
|                                             |       |                                          |           |
|                                             |       | <u>BOND AND INTEREST REDEMPTION FUND</u> |           |
| DeMotte State Bank                          |       | service charge (pd. ck. # 1762)          | 25.00     |
| Grand Total                                 |       |                                          | 20,213.75 |

*Barbara Grubbe*

*James A. Sefton*

*W. L. Townsend*

*Colleen C. Chellis*

AGENDA ..... August 11, 1980  
7:30 p.m.  
Rensselaer Hdqtr.

1. Budget hearing.
2. Minutes of June 9, 1980 meeting.
3. Monthly reports.
  - a. Circulation.
  - b. Patron usage.
  - c. Financial review.
4. Bills to be allowed--July.
5. Bills to be allowed--August.
6. DeMotte business.
  - a. Copy machine.
  - b. Library shower.
7. Wheatfield business.
  - a. New well.
  - b. Fan.
8. Rensselaer business.
  - a. Insulation/Fan.
  - b. Painting/Refiling of card catalog.
9. System business.
  - a. Energy analyses.
  - b. Inventories.
  - c. Audit.
  - d. Personnel.
  - e. Questionnaire.



Minutes.....June 9, 1980

The Jasper County Public Library Board met on June 9, 1980 at 7:30 p.m. at the Rensselaer Headquarters. Present: Mrs. Daugherty, Dr. Downard, Mrs. Gribble, Mr. Lefler, Mrs. Stumpe, Mr. Wright.

The minutes of the May 12 meeting were presented. These were approved as amended. So moved by Mrs. Daugherty; seconded by Dr. Downard.

The monthly report was presented to the Board. Mr. Roby explained the circulation, book additions, interlibrary loan, and financial activity for the month of May. He also presented figures showing that the typical decline in May circulation was less than the previous two years and that overdue books had declined substantially at all three locations. In view of this he recommended that no change be made to the fine schedule but that he felt that a maximum overdue fine of \$5.00 per book be added to the library use policy. He recommended that "The overdue fine will also be charged" following "..., current replacement value of the materials plus a \$3.50 processing charge" be deleted; and that no processing charge be made for replacement of paperbacks. He said that rather than enter this last item in the policy he would just issue a directive to the staff if so approved by the Board. All of the above was approved. So moved by Mrs. Daugherty; seconded by Mrs. Stumpe.

Bills to be allowed were presented for approval. So moved by Mrs. Gribble; seconded by Dr. Downard. Motion passed.

In DeMotte business Mr. Roby reported he had had a conversation with Jackie Newton with the Occupational Development Center concerning use of the basement at DeMotte for GED classes. He had been informed by her that a verbal agreement had been made in the fall between Mrs. Newton and Mrs. Yeoman, as acting librarian, for the free use of the building for an indefinite period of time. Mrs. Newton said she had been informed that the Library Board approval had been granted. Mr. Roby was directed by the Board that Mrs. Newton should be advised that although use could continue, library activity takes priority and that privilege of use could be withdrawn at any time. Mr. Roby reported that the door about which he had been approached to sell had not met the needs of the prospective buyer and was still in the basement. Mr. Roby advised the Board that Annette Tillema was not CETA eligible but that he had met with Della Musch who was sponsored by ODC. He said she also had been interviewed by both branch librarians, and that, pending financial arrangement with ODC, he would recommend her filling the assistant positions at the branches. This met with general Board approval. Mr. Roby said he was making arrangements with KV High School and Rensselaer High School to bring in summer CETA-funded high school students to work on inventorying of the book collections in the system. He also said he hopes to get one additional student at Rensselaer to install the insulation in the attic and to do any needed janitorial tasks. Mr. Lefler advised him to check with our insurance agent concerning liability coverage for accident and disability. The question of lawn mowing at DeMotte was raised by Mrs. Daugherty. Mr. Roby is to look into either finding someone or purchasing a used lawn mower to be used by the CETA high school students.

In Wheatfield business Mr. Roby reported that the landscaping had been completed, that no outdoor plumbing would be necessary and that the bookdrop had arrived and was installed. He also advised the Board that a new well might be needed but that he had received only one estimate at that point. He said he would continue to investigate the matter.

In Rensselaer business, Mr. Roby advised the Board that regulations had changed concerning payment of social security and that monthly rather than quarterly payments would have to be made. He also recommended to the Board that the library be closed from August 4th through the 15th for painting the ceiling, moving the book collection, card catalog refiling, and general clean-up. This was approved; so moved by Mrs. Gribble; seconded by Mrs. Stumpe. Mr. Roby suggested that an audit of the books be requested in order to make grant requests and to clear up past handling of accounts payable, receivables, etc. This met with general approval. Mr. Roby recommended two evergreen in front of the library be removed. So moved by Mrs. Daugherty; seconded by Dr. Downard. Approved. Mr. Roby raised the question of investing monies from the June tax draw in an interest bearing savings account to supplement the library's income. This was discussed and approved. So moved by Mrs. Gribble; seconded by Dr. Downard.

Mr. Roby presented to the Board samples and costs of alternative library check-out systems. After discussion, he suggested that left-over Gaylord date due cards could be utilized in the interim period until a better system was adopted. Mr. Lefler presented to the entire Board the 1981 budget estimate as suggested by the budget committee and Mr. Roby. Mr. Roby was advised that he could use this in July with Joan Lattimore in their discussion on financial income for the library. The matter of Eunice Yeoman's compensation was discussed and Mr. Lefler was directed to write a letter to Mrs. Yeoman's lawyer.

The meeting adjourned at 10:35 p.m.

The next meeting will be on July 14, 1980, 7:30 p.m. at the Wheatfield Branch Library.

OPERATING FUNDUTILITIES

|                               |       |            |              |
|-------------------------------|-------|------------|--------------|
| City of Rensselaer            | (22)  | Rensselaer | \$192.53     |
| NIPSCO                        | (22)  | DeMotte    | 33.33        |
| NIPSCO                        | (22)  | Wheatfield | 33.21        |
| Northwestern Indiana Tel. Co. | (213) | DeMotte    | 30.40        |
| United Tel. Co.               | (213) | Rensselaer | 120.06       |
| United Tel. Co.               | (213) | Wheatfield | <u>16.80</u> |

SUBTOTAL \$426.33

BILLS ALLOWED

|                                 |       |                                                               |              |
|---------------------------------|-------|---------------------------------------------------------------|--------------|
| A.E. Boyce Co.                  | (313) | Office supplies                                               | \$ 15.68     |
| Baker & Taylor                  | (73)  | Books                                                         | 166.92       |
| Brodart                         | (73)  | McNaughton                                                    | 438.75       |
| Catalog Card Corp. of America   | (73)  | Card sets                                                     | 16.33        |
| DEMCO                           | (73)  | Book supplies                                                 | 15.85        |
| Doubleday                       | (73)  | Books                                                         | 12.13        |
| Farm Bureau Co-op               | (322) | Janitorial supplies                                           | 7.10         |
| Gary Post Tribune               | (73)  | Newspaper sub.-Wheatfield                                     | 72.80        |
| Great Lakes Copy Supply         | (252) | Copy machine(drum \$279;<br>service contract \$360)           | 639.00       |
| Heritage Office Products        | (313) | Office supplies                                               | 17.55        |
| Johnson's Trash Removal         | (252) | Trash pick-up-DeMotte                                         | 7.00         |
| Kirby Risk Supply Co.           | (322) | Janitorial supplies<br>(pd. on ck. #1836)                     | 16.48        |
| Lane's Painting                 | (241) | Paint ceiling in main room                                    | 705.00       |
| Long's                          | (321) | Library supplies                                              | 10.40        |
| Postmaster                      | (212) | Postage                                                       | 75.00        |
| R&A Leasing                     | (252) | Copy machine                                                  | 158.49       |
| Rensselaer Republican           | (73)  | Newspaper subscription <i>D.M.H.</i>                          | 29.00        |
| Roby, Bruce                     | (211) | Mileage                                                       | 22.00        |
| Roby, Bruce                     |       | Petty cash-DeMotte                                            | 21.31        |
| Roby, Bruce                     |       | Petty cash-Rensselaer                                         | 19.18        |
| R W Pool                        | (321) | Library supplies <i>ck 1860 43.12</i><br><i>ck 1839 14.02</i> | 62.14        |
| Sears                           | (322) | Janitorial supplies                                           | 5.51         |
| Systems for Energy Conservation | (411) | Fan (pd. on ck. #1830)                                        | 147.95       |
| Vidette-Messenger               | (73)  | Newspaper sub.-Wheatfield                                     | <u>14.25</u> |

SUBTOTAL \$2,695.82

TOTAL \$3,122.15

BOND AND INTEREST REDEMPTION FUND

|                          |                         |         |
|--------------------------|-------------------------|---------|
| B.I.R.F. Savings Account | Close B.I.R.F. Checking | \$20.00 |
|--------------------------|-------------------------|---------|



AGENDA.....September 8, 1980  
7:30 p.m.  
Wheatfield Branch

1. Minutes of August 11, 1980 meeting.
2. Bills to be allowed--September.
3. System business.
  - 3.1 Census.
  - 3.2 Questionnaire.
  - 3.3 Budget.
  - 3.4 Community analysis.
  - 3.5 Energy analysis.
  - 3.6 Bond.
  - 3.7 Personnel.
4. Monthly report.
  - 4.1 Circulation.
  - 4.2 Patron usage.
  - 4.3 Financial review.
    - 4.31 Projected cash flow.
    - 4.32 Gift fund monies.
    - 4.33 26 week money market certificate.
5. DeMotte business.
  - 5.1 Insulation.
  - 5.2 "Library Shower".
  - 5.3 G.E.D. classes.
6. Wheatfield business.
  - 6.1 Open discussion on expansion.
7. Rensselaer business.
  - 7.1 Furnace preparation.



Minutes.....August 11, 1980

The Jasper County Public Library Board met on August 11, 1980, at 7:30 p.m. at the Rensselaer Headquarters. Present: Mrs. Challis, Mrs. Daugherty, Dr. Downard, Mr. Lefler.

A hearing on the proposed 1981 budget was held and a resolution was made to adopt the budget at the August 18th meeting.

The June minutes were presented and approved as read. So moved by Mrs. Daugherty; seconded by Mrs. Challis. Motion passed.

The monthly report was presented by Mr. Roby. He noted that July's circulation had increased six per cent over June's at Rensselaer and DeMotte and nine per cent at Wheatfield. He also said that increases over July's circulation of 1979 were 16 per cent, 85 per cent, and 34 per cent, respectively. On the financial review he explained that the bookkeeper had not been able to complete the report due to an accident in which she had been involved, but that he had put together an "unofficial" report to give them some picture of the expenditures to date in the operating fund. He explained that their cash flow was good at that time. Mr. Roby raised the question as to whether his signature should be authorized at the bank for purposes of transferring money on a monthly basis from the savings account to the checking account to cover warrants issued for bills to be allowed and for payroll. He also raised the question as to whether he should be bonded. After discussion it was decided that he should be bonded and that his signature be authorized at the bank to make these transfers. So moved by Mrs. Challis; seconded by Mrs. Daugherty. Motion passed. Mr. Roby is to take care of getting bonded with Consolidated Insurance.

Mr. Lefler raised the question as to whether the notes of and the minutes for Board meetings could not be prepared by the Board's secretary. Mrs. Challis said she would begin preparing them at the next meeting. Typing and distribution will be seen to by Mr. Roby.

Bills to be allowed for July were presented and approved. So moved by Mrs. Daugherty; seconded by Dr. Downard. Motion passed.

Bills to be allowed for August were presented and approved. So moved by Mrs. Daugherty; seconded by Dr. Downard. Motion passed.

In DeMotte business Mr. Roby advised the board that the copy machine had been ordered after receiving competitive bids. The order was given to Great Lakes Copy Supply. He also reported that the Friends of the Library at DeMotte had requested that they be given permission to give a "library shower" with local businesses and organizations giving such items for the basement as card tables, dishes, silverware, coffee pots, etc. It was felt by the Board that the open-endedness of what might be brought in could be incongruent with the use of the facilities as had been defined by the Board. It was also felt that that type of equipment might lead to difficulties if in use these gifts were damaged, stolen, or misplaced. In light of this the Board decided that if any use of the basement by groups whose activities required this type of equipment, it should be provided by the group itself. However, it was felt that the idea of the "library shower" was good and that such an event to supply items for the children's facilities would be welcomed. Mr. Roby is to advise the Friends.

In Wheatfield business, Mr. Roby advised the Board that a new well had been driven at the library by utilizing CETA summer help. He also recommended that a casablanca-type fan be installed at Wheatfield. A motion to this effect was made by Mrs. Daugherty; seconded by Dr. Downard. Motion passed. Mr. Lefler advised Mr. Roby to contact Mr. Scamihorn to obtain permission.

In Rensselaer business Mr. Roby reported that the installation of insulation was completed and that an R-40 rating in the attic had been achieved. He also noted that the ceiling fan was installed, that the painting of the ceiling was finished, and that the refiling of the card catalog was on schedule.

In System business Mr. Roby advised the Board that an energy analysis by the "Energy Group" of the Indiana State Department of Commerce was scheduled for all three locations the following day. On inventories he reported that Rensselaer's was completed, that Wheatfield's would be done in about two days, and that DeMotte's had been about seventy per cent completed. Mr. Roby also reported that an audit of the books through 1979 had been completed by the State Board of Accounts. This had been done on their normal schedule and was not connected with Mr. Roby's request made at the June Board meeting. Since this had taken place, no request was now necessary. Regarding personnel changes, Mr. Roby reported that both Susan Bush and Cheri Mize had resigned effective the third week of July. Mrs. Bush had relocated with her husband to Kentucky where he had accepted another teaching position. Miss Mize had left following her graduation from Purdue-North Central to accept a position as a computer programmer. He advised the Board that Mrs. Rebecca Gagnon had started her employment at Rensselaer the last week of July, filling the position which Mrs. Bush had left. He also advised the Board that he was having difficulties working something out with the Occupational Development Center for a replacement at Wheatfield and DeMotte and requested their permission to fill the position as soon as possible with anyone who looked like they would be a good employee. A motion to this effect was made by Mrs. Daugherty and seconded by Dr. Downard. Motion passed.

A discussion followed concerning the use of the basement in the library at DeMotte for the GED classes. In light of the increasing costs of utilities it was felt that for the full-time use a charge of \$75 per month be charged. So moved by Dr. Downard; seconded by Mrs. Challis. Motion passed. Mr. Roby was instructed to advise Jackie Newton at O.D.C.

The topic of the questionnaire was put off until the next meeting when more Board members would be present.

The meeting adjourned at 10:15 p.m.



BILLS TO BE ALLOWED.....SEPTEMBER 15, 1980

OPERATING FUND

UTILITIES

|                               |       |            |          |
|-------------------------------|-------|------------|----------|
| City of Rensselaer            | (22)  | Rensselaer | \$291.56 |
| NIPSCO                        | (22)  | DeMotte    | 281.01   |
| NIPSCO                        | (22)  | Wheatfield | 54.03    |
| Northwestern Indiana Tel. Co. | (213) | DeMotte    | 19.36    |
| United Telephone Co.          | (213) | Rensselaer | 100.40   |
| United Telephone Co.          | (213) | Wheatfield | 16.40    |

SUBTOTAL 762.76

BILLS ALLOWED

|                                         |       |                                                          |          |
|-----------------------------------------|-------|----------------------------------------------------------|----------|
| Baker & Taylor                          | (73)  | Books                                                    | \$64.05  |
| Barker, Virgil                          | (252) | Mow lawn twice                                           | 20.00    |
| Bierma Hardware                         | (411) | Well material                                            | 117.95   |
| Brodart                                 | (73)  | Books                                                    | 325.73   |
| Brodart                                 | (251) | McNaughton                                               | 438.75   |
| Consolidated Insurance Agency           | (51)  | Bond(\$80.00); Workmen's<br>Compensation Policy(\$30.00) | 110.00   |
| Daryl's Pastry Shop                     | (321) | Cookies for summer reading<br>party                      | 11.85    |
| DEMCO                                   | (73)  | Book supplies                                            | 10.63    |
| DeMotte Hardware                        | (322) | Janitorial supplies                                      | 6.75     |
| Farm Bureau Co-op                       | (322) | Janitorial supplies                                      | 12.95    |
| Fritz Eshelman                          | (241) | Repair service entrance<br>(labor & materials)           | 66.24    |
| Grolier Year Book Inc.                  | (73)  | Book                                                     | 14.00    |
| Indiana Magazine of History             | (73)  | Books                                                    | 25.00    |
| Johnson's Trash Removal                 | (252) | Trash pick-up-DeMotte                                    | 7.00     |
| Kankakee Valley Post-News               | (231) | Tax levy notices published                               | 88.29    |
| Kaper's Building Materials              | (411) | Insulation                                               | 138.00   |
| Library Improvement Reserve Fund        | (56)  | Transfer of funds                                        | 1,575.61 |
| Macmillan Publishing Co., Inc.          | (73)  | Book                                                     | 1.96     |
| Mathis, Steve                           | (252) | Labor to pull & drive well                               | 50.00    |
| Mitchell, Lisa                          | (211) | Mileage                                                  | 9.20     |
| National Geographic Society             | (73)  | Book                                                     | 6.95     |
| Physicians' Desk Reference              | (73)  | Books                                                    | 50.90    |
| Public Affairs Pamphlets                | (73)  | Pamphlets                                                | 3.70     |
| Public Documents Distribution<br>Center | (73)  | Books                                                    | 34.20    |
| R&A Leasing, Inc.                       | (252) | Copy machine                                             | 158.49   |
| Reading Enrichment Company, Inc.        | (73)  | Books                                                    | 134.93   |
| Rensselaer Republican                   | (231) | Tax levy notice published                                | 88.29    |
| Roby, Bruce                             |       | Petty cash-Rensselaer                                    | 15.69    |
| Roby, Bruce                             |       | Petty cash-Wheatfield                                    | 7.47     |
| Roby, Bruce                             | (211) | Mileage                                                  | 55.00    |
| Roby, Ruth                              | (252) | Strip and wax floors                                     | 280.00   |
| Sears                                   | (322) | Janitorial supplies                                      | 2.28     |
| Silver Burdett Company                  | (73)  | Books                                                    | 114.24   |

SUBTOTAL \$4,046.10

RENSSELAER GIFT FUND

|                                              |                         |
|----------------------------------------------|-------------------------|
| To deposit in operating fund savings account | \$5,044.82              |
| Audio Visual Educational System              | Cassette recorder 76.73 |

SUBTOTAL \$5,121.55

WHEATFIELD GIFT FUND

|                                              |          |
|----------------------------------------------|----------|
| To deposit in operating fund savings account | \$539.58 |
|----------------------------------------------|----------|

DEMOTTE GIFT FUND

|                                              |          |
|----------------------------------------------|----------|
| To deposit in operating fund savings account | \$165.28 |
|----------------------------------------------|----------|

LIBRARY IMPROVEMENT RESERVE FUND

|                          |                                                        |
|--------------------------|--------------------------------------------------------|
| State Bank of Rensselaer | Purchase of 26-week money market certificate 12,590.21 |
|--------------------------|--------------------------------------------------------|

TOTAL \$23,225.48

James A. Lefler  
 Anne E. Sample  
 Frank Dwyer  
 Colleen J. Chalenski  
 Barbara Grubbs  
 Lynn Daugherty

AGENDA.....October 13, 1980  
7:30 p.m.  
Rensselaer

1. Minutes of September 8, 1980 meeting.
2. Bills to be allowed--October.
3. System business.
  - 3.1 Resignation of Bill Downard.
  - 3.2 Community Analysis Institute.
  - 3.3 Questionnaire.
  - 3.4 Budget.
  - 3.5 Monthly Report.
    - 3.51 Circulation.
    - 3.52 Patron Usage.
    - 3.53 Financial review.
      - 3.531 Cash flow.
      - 3.532 Investments.
4. DeMotte business.
  - 4.1 Brownie troop.
  - 4.2 Insulation.
  - 4.3 Work-study student.
  - 4.4 Request for reconsideration of book.
5. Wheatfield business.
6. Rensselaer business.
  - 6.1 Heating estimate.
  - 6.2 Jasper County Council on Aging letter of agreement.



Minutes.....September 8, 1980

The Jasper County Public Library Board met on September 8, 1980 at 7:30 p.m. at the Wheatfield Library. Present: Mrs. Challis, Mrs. Daugherty, Mr. Lefler, Mrs. Gribble, Mr. Wright and Mrs. Stumpe.

The August minutes were presented and approved as read. So moved by Mrs. Challis: seconded by Mrs. Daugherty.

Bills to be allowed for September were presented and approved. So moved by Mrs. Stumpe; seconded by Mrs. Daugherty.

#### System Business

Gift fund. Mr. Roby explained that the Gift Fund monies were being transferred from the checking account to the savings account per the Board Action of July 21, 1980.

Census. Mr. Roby advised the Board from a study of U.S. Census figures for 1980. A discussion was conducted as to how our library can adapt and grow to meet the needs of our growing population. Mr. Roby presented a series of maps illustrating population density and growth by township. The majority of growth has occurred in the northern areas.

A discussion of the distribution and circulation figures in Wheatfield and DeMotte followed. The Board has requested a physical count of patrons at these two areas. The Library is going to publish new book lists in the paper for the whole library system.

The discussion on our questionnaire was tabled until the October meeting.

Budget. The County Tax Budget hearing was September 8th. Mr. Roby and Mrs. Gribble attended. Budget approved.

Mr. and Mrs. Roby are to attend a Community Analysis workshop September 25-26.

Energy Analysis. An energy audit has been completed. We are moving along quite well.

The Wheatfield report was good. We were advised that weatherstripping and a ceiling fan would greatly improve the energy quotient.

The Rensselaer report was also good. We have installed the ceiling fan and insulation. We have been advised to do some putty work on the windows and a suggestion to have the furnace system flushed out and damper put in was made.

DeMotte is in need of more insulation. Six inches will cost approximately \$517. Mr. Roby recommended we do it now before winter. Mrs. Daugherty moved that the ceiling be insulated, cost not to exceed \$800. Mr. Wright seconded. We will pursue a course that is the most economical and efficient. Motion passed.

Mr. Roby requested approval to apply weatherstripping throughout the entire system. All approved.

Bond. As per last month's directive, Mr. Roby has been bonded; cost \$80.

Personnel. The Janitor at DeMotte has resigned. The Library is looking into the possibility of acquiring a work study student or someone who can do page work and custodial work.

#### Monthly Report

Circulation. Mr. Roby advised the Board that comparisons were invalid because of closings for both this year and last year.

Because of a deficit in the budget, we are beginning a program to reduce our expenditures. This was due to over-expenditures in the 1979 budget and

because of a loss of income from our tax draws.

The 26-week money market certificate comes due the 25 of September. The rate now is 10.5. We signed the check for buying another certificate. Mr. Roby asked the boards approval to hold off 2-3 weeks to see if the rates go up. Mr. Wright advised we not speculate what the rate will be. After further discussion, the subject was directed to be discussed and resolved by Mr. Lefler and Mr. Roby.

DeMotte Business

Mrs. Stumpe made a motion to allow the scout troops to meet at the Library once a week. Mr. Wright seconded. Motion passed.

G.E.D. classes have moved as of September from the DeMotte building.

Wheatfield Business

The Board will begin to talk about improvements to be made.

A short executive session followed.

The meeting adjourned at 10:30 p.m.

BILLS TO BE ALLOWED.....OCTOBER 13, 1980

OPERATING FUND

UTILITIES

|                               |                               |            |          |
|-------------------------------|-------------------------------|------------|----------|
| City of Rensselaer            | (22)                          | Rensselaer | \$218.92 |
| NIPSCO                        | (22)                          | DeMotte    | 118.54   |
| NIPSCO                        | (22)                          | Wheatfield | 47.42    |
| Northwestern Indiana Tel. Co. | (213)                         | DeMotte    | 18.90    |
| United Telephone Co.          | [(213)-\$74.82; (73)-\$23.08] | Rensselaer | 97.90    |
| United Telephone Co.          | (213)                         | Wheatfield | 16.98    |
|                               |                               | SUBTOTAL   | \$518.66 |

BILLS ALLOWED

|                                  |                                                                                                                      |                                                            |           |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-----------|
| Baker & Taylor                   | (73)                                                                                                                 | Books                                                      | \$60.50   |
| Barker, Virgil                   | (252)                                                                                                                | Mow lawn                                                   | 10.00     |
| Brodart                          | [(251)-\$438.75-McNaughton; (73)-\$28.57-Books; (721)-\$140.68-Shelving-Wheatfield; (321)-\$291.04-Library supplies] |                                                            | 899.04    |
| Commerce Clearing House, Inc.    | (73)                                                                                                                 | Books                                                      | 2.33      |
| DEMCO                            | (321)                                                                                                                | Library supplies                                           | 4.10      |
| DeMotte Hardware                 | (321)                                                                                                                | Library supplies                                           | 16.20     |
| Doubleday & Company, Inc.        | (73)                                                                                                                 | Books                                                      | 47.89     |
| The Highsmith Co., Inc.          | (321)                                                                                                                | Library supplies                                           | 28.59     |
| Johnson's Trash Removal          | (252)                                                                                                                | Trash pick-up - DeMotte                                    | 7.00      |
| Journal and Courier              | (73)                                                                                                                 | Newspaper subscription-Rensselaer                          | 65.00     |
| Kanne Catalog Sales, Inc.        | (411)                                                                                                                | Ceiling fan-Wheatfield                                     | 62.44     |
| Midwest Marketing Company        | (73)                                                                                                                 | L.P. recordings                                            | 490.84    |
| Quill Corporation                | (313)                                                                                                                | Office supplies                                            | 60.21     |
| RSA Leasing, Inc.                | (253)                                                                                                                | Copy machine                                               | 158.49    |
| RW Pool                          | (322)                                                                                                                | Janitorial supplies                                        | 25.01     |
| Reading Enrichment Company, Inc. | (73)                                                                                                                 | Book supplies                                              | 17.16     |
| Roby, Bruce                      |                                                                                                                      | Petty cash-Wheatfield                                      | 4.81      |
| Roby, Bruce                      |                                                                                                                      | Petty cash-Rensselaer                                      | 26.11     |
| Roby, Bruce                      | (214)                                                                                                                | Expenses for Community Analysis Workshop                   | 70.10     |
| Roby, Bruce                      | (211)                                                                                                                | Mileage                                                    | 98.40     |
| United Parcel Service            | (212)                                                                                                                | Charges for returning microfiche reader-Pd. on check #1966 | 7.91      |
|                                  |                                                                                                                      | SUBTOTAL                                                   | \$2162.13 |
|                                  |                                                                                                                      | TOTAL                                                      | \$2680.79 |

James A. Lefler  
Barbara Grubbe

Colleen C. Challis

Frank D. Wright  
Eric E. Stumpe  
Kym Doughty



AGENDA.....November 10, 1980  
7:30 p.m.  
Rensselaer Hdqr.

1. Minutes of October 13, 1980 meeting.
2. Bills to be allowed--November.
3. System business.
  - 3.1 Monthly report.
    - 3.11 Usage.
    - 3.12 Circulation.
    - 3.13 Financial.
  - 3.2 Advance tax draw--BIRF.
  - 3.3 Information/Credit Collectors.
4. DeMotte business.
  - 4.1 New employee.
  - 4.2 Sale of display unit.
5. Wheatfield business.
  - 5.1 Shelving.
  - 5.2 New employee.
6. Rensselaer business.
  - 6.1 Heating estimate.
  - 6.2 Christmas break employee.
7. Executive session.



Minutes.....October 13, 1980

The Jasper County Public Library Board met on October 13, 1980 at 7:30 p.m. at the Rensselaer Headquarters. Present: Mrs. Challis, Mrs. Daugherty, Mrs. Gribble, Mr. Lefler, Mrs. Stumpe, Mr. Wright.

The minutes of the September meeting were presented and approved. So moved by Mr. Wright; seconded by Mrs. Daugherty.

Bills to be allowed were presented and approved. So moved by Mrs. Stumpe; seconded by Mrs. Daugherty.

Mr. Lefler read Dr. Downard's letter of resignation. Mr. Lefler will draft a letter of appreciation for Dr. Downard's service while on the Board.

Mr. Roby presented a report on the Community Analysis Institute which he had attended in September. He will begin designing a program for the library in Rensselaer.

Discussion on the questionnaire for preliminary planning for the Rensselaer library was tabled until results from the Community Analysis become available. So moved by Mrs. Daugherty; seconded by Mrs. Stumpe. Motion passed.

Mr. Roby reported that the proposed 1981 budget had been approved at \$172,800 and that funding for property tax would be at the levy limit of \$97,563.

Mr. Roby presented the monthly report, supplying circulation and patron usage figures. He also advised the Board that the 26 week money market certificate had been purchased per the Board Action of September 15. The Board also took action to have the BIRF 90-day Certificate of Deposit cashed upon maturity and deposited in the BIRF checking account.

In DeMotte Business, it was decided that the Library would sponsor the Brownie troop using the facilities. So moved by Mrs. Stumpe; seconded by Mrs. Challis. Motion passed.

Mr. Roby reported that the Library had been approved as a work-study site by IU-Northwest and that the page/janitor position had been listed.

On the request for reconsideration of a book, it was decided that Mrs. Challis would write the patron expressing appreciation for her request and reviewing the Library's policy concerning the matter.

Mr. Roby presented a letter of agreement requested by the Jasper County Council on Aging for the mutual exchange of information for services offered to the clientele serviced by the JCCOA. Mrs. Daugherty moved we sign the letter of agreement; Mrs. Stumpe seconded. Motion passed.

Mrs. Daugherty requested reimbursement for attending and representing the Library System at the ILA conference in November. Mrs. Challis moved she be reimbursed for the registration fee, housing, and mileage. Seconded by Mrs. Stumpe. Motion passed.

Mr. Roby raised the question whether there was a policy regarding withholding information of names, addresses, phone numbers, etc. on inquiries made by credit collection agencies. The Board advised him that there was no policy but that a decision should be made by the Board after he had contacted other libraries in the area to see what their policies were on this matter. So moved by Mrs. Stumpe; seconded by Mrs. Gribble. Motion passed.

The Board went into executive session.

The meeting adjourned at 12:01 a.m.

OPERATING FUND

|                                  |                                   |                                      |
|----------------------------------|-----------------------------------|--------------------------------------|
| UTILITIES                        |                                   |                                      |
| City of Rensselaer               | (22)                              | Rensselaer \$118.76                  |
| NIPSCO                           | (22)                              | DeMotte 118.80                       |
| NIPSCO                           | (22)                              | Wheatfield 43.76                     |
| Northwestern Indiana Tel. Co.    | (213)                             | DeMotte 15.76                        |
| United Telephone Co.             | (213)                             | Rensselaer 82.66                     |
| United Telephone Co.             | (213)                             | Wheatfield 16.60                     |
| BILLS ALLOWED                    |                                   |                                      |
| Electrolux                       | (322)                             | Sweeper bags [A] SUBTOTAL \$396.34   |
| Postmaster                       | (212)                             | Postage \$13.75                      |
| American Library Association     | (73)                              | Booklist subscription 100.00         |
| Apple Tree Press, Inc.           | (73)                              | Books 32.00                          |
| Baker & Taylor                   | (73)                              | Books 29.85                          |
| Brodart                          | [(251)-\$438.75-McNaughton; (73)- |                                      |
|                                  | \$66.74-Books; (321)-\$127.60-    |                                      |
|                                  | Library supplies]                 |                                      |
| Catalog Card Corp. of America    | (73)                              | Book supplies 782.51                 |
| Collector Books                  | (73)                              | Books 633.09                         |
| DEMCO                            | (321)                             | Library supplies 5.57                |
| The Edu-Tech Corp.               | (73)                              | Books 58.13                          |
| The H.W. Wilson Company          | (73)                              | Books 225.35                         |
| Heritage Office Products, Inc.   | (321)                             | Library supplies 145.61              |
| Indiana's Citizen Soldiers       | (73)                              | Books 104.00                         |
| J.C. Penney Co.                  | (721)                             | Drapes - Rensselaer 13.30            |
|                                  |                                   | Pd. on ck. #2022 16.50               |
| Johnson's Trash Removal          | (252)                             | Trash pick-up - DeMotte 277.76       |
| Kankakee Valley Glass, Inc.      | (241)                             | Repair broken window - Rens. 7.00    |
| Kaper's Building Material, Inc.  | (411)                             | Building supplies - Whfd. 11.58      |
| Lefler, James A.                 | (214)                             | Professional meeting 41.16           |
| Publishers Central Bureau        | (73)                              | Books 24.00                          |
| R&A Leasing, Inc.                | (253)                             | Copy machine 338.25                  |
| Regent Book Company, Inc.        | (73)                              | Books 158.49                         |
| Roads to Knowledge               | (321)                             | Library supplies 599.60              |
| Roby, Bruce                      |                                   | Petty cash - Rensselaer 15.95        |
| Roby, Bruce                      |                                   | Petty cash - DeMotte 31.41           |
| Roby, Bruce                      |                                   | Petty cash - Wheatfield 8.05         |
| Roby, Bruce                      | (211)                             | Mileage 13.87                        |
| Simon & Schuster                 | (73)                              | Books 55.00                          |
| Smith's True Value Farm Store    | (322)                             | Janitorial supplies 299.29           |
| State Agency for Social Security | (54)                              | Administrative charge for 17.54      |
|                                  |                                   | 1979/1980 38.92                      |
| Superintendent of Documents      | (73)                              | Books 47.25                          |
| The Vidette-Messenger            | (73)                              | Newspaper subscription - Whfd. 14.25 |
| Priced-Rite Cashway              | (411)                             | Building supplies - Whfd. 16.40      |
|                                  |                                   | [B] SUBTOTAL \$4,175.88              |
| Abingdon                         | (73)                              | Books                                |
|                                  |                                   | Operating Fund \$33.56               |
|                                  |                                   | Rensselaer Gift Fund \$34.95 [68.51] |
|                                  |                                   | Pd. on ck. #2023                     |
| Great Lakes Copy Supply          | (722)                             | Copy machine                         |
|                                  |                                   | Operating Fund \$1,572.90 [4,089.00] |
|                                  |                                   | Construction Fund \$2,516.10         |
| TOTAL OPERATING FUND SUBTOTAL    |                                   | \$6,178.68                           |
| RENSSELAER GIFT FUND SUBTOTAL    |                                   | 34.95                                |
| CONSTRUCTION FUND SUBTOTAL       |                                   | 2,516.10                             |
| TOTAL                            |                                   | \$8,729.75                           |



OPERATING FUNDUTILITIES

|                               |       |            |          |
|-------------------------------|-------|------------|----------|
| City of Rensselaer            | (22)  | Rensselaer | \$118.76 |
| NIPSCO                        | (22)  | DeMotte    | 118.80   |
| NIPSCO                        | (22)  | Wheatfield | 43.76    |
| Northwestern Indiana Tel. Co. | (213) | DeMotte    | 15.76    |
| United Telephone Co.          | (213) | Rensselaer | 82.66    |
| United Telephone Co.          | (213) | Wheatfield | 16.60    |

BILLS ALLOWED

|                              |                                                                                  |                       |         |
|------------------------------|----------------------------------------------------------------------------------|-----------------------|---------|
| Electrolux                   | (322)                                                                            | Sweeper bags          | \$13.75 |
| Postmaster                   | (212)                                                                            | Postage               | 100.00  |
| American Library Association | (73)                                                                             | Booklist subscription | 32.00   |
| Apple Tree Press, Inc.       | (73)                                                                             | Books                 | 29.85   |
| Baker & Taylor               | (73)                                                                             | Books                 | 782.51  |
| Brodart                      | [(251)-\$438.75-McNaughton; (73)-\$66.74-Books; (321)-\$127.60-Library supplies] |                       | 633.09  |

[A] SUBTOTAL \$396.34

|                                |       |                     |        |
|--------------------------------|-------|---------------------|--------|
| Catalog Card Corp. of America  | (73)  | Book supplies       | 5.57   |
| Collector Books                | (73)  | Books               | 58.13  |
| DEMCO                          | (321) | Library supplies    | 225.35 |
| The Edu-Tech Corp.             | (73)  | Books               | 145.61 |
| The H.W. Wilson Company        | (73)  | Books               | 104.00 |
| Heritage Office Products, Inc. | (321) | Library supplies    | 13.30  |
| Indiana's Citizen Soldiers     | (73)  | Books               | 16.50  |
| J.C. Penney Co.                | (721) | Drapes - Rensselaer | 277.76 |

|                                  |       |                                     |        |
|----------------------------------|-------|-------------------------------------|--------|
| Johnson's Trash Removal          | (252) | Trash pick-up - DeMotte             | 7.00   |
| Kankakee Valley Glass, Inc.      | (241) | Repair broken window - Rens.        | 11.58  |
| Kaper's Building Material, Inc.  | (411) | Building supplies - Whfd.           | 41.16  |
| Lefler, James A.                 | (214) | Professional meeting                | 24.00  |
| Publishers Central Bureau        | (73)  | Books                               | 338.25 |
| RSA Leasing, Inc.                | (253) | Copy machine                        | 158.49 |
| Regent Book Company, Inc.        | (73)  | Books                               | 599.60 |
| Roads to Knowledge               | (321) | Library supplies                    | 15.95  |
| Roby, Bruce                      |       | Petty cash - Rensselaer             | 31.41  |
| Roby, Bruce                      |       | Petty cash - DeMotte                | 8.05   |
| Roby, Bruce                      |       | Petty cash - Wheatfield             | 13.87  |
| Roby, Bruce                      | (211) | Mileage                             | 55.00  |
| Simon & Schuster                 | (73)  | Books                               | 299.29 |
| Smith's True Value Farm Store    | (322) | Janitorial supplies                 | 17.54  |
| State Agency for Social Security | (54)  | Administrative charge for 1979/1980 | 38.92  |
| Superintendent of Documents      | (73)  | Books                               | 47.25  |
| The Vidette-Messenger            | (73)  | Newspaper subscription - Whfd.      | 14.25  |
| Priced-Rite Cashway              | (411) | Building supplies - Whfd.           | 16.40  |

[B] SUBTOTAL \$4,175.88

|                         |       |                              |            |
|-------------------------|-------|------------------------------|------------|
| Abingdon                | (73)  | Books                        |            |
|                         |       | Operating Fund \$33.56       | [68.51]    |
|                         |       | Rensselaer Gift Fund \$34.95 |            |
|                         |       | Pd. on ck. #2023             |            |
| Great Lakes Copy Supply | (722) | Copy machine                 |            |
|                         |       | Operating Fund \$1,572.90    | [4,089.00] |
|                         |       | Construction Fund \$2,516.10 |            |

TOTAL OPERATING FUND SUBTOTAL \$6,178.68

RENSSELAER GIFT FUND SUBTOTAL 34.95

CONSTRUCTION FUND SUBTOTAL 2,516.10

TOTAL \$8,729.75

James A. LeflerColleen G. ChavisFrank DwyerBarbara Crabb



AGENDA.....December 8, 1980  
7:30 p.m.  
Rensselaer Hdqr.

1. INFORMATIONAL
  - 1.1 Minutes of November 10, 1980 meeting.
  - 1.2 Monthly report.
2. DECISIONAL
  - 2.1 Bills to be allowed - December.
  - 2.2 1981 Holiday schedule.
  - 2.3 Transfer of appropriations.
  - 2.4 Encumbrance of Funds.
  - 2.5 Nomination and election of 1981 officers.
  - 2.6 Jr. Historical Society request to use building at Rensselaer on no charge basis.
  - 2.7 Patron problem at Wheatfield.
3. PLANNING
  - 3.1 Remodeling/availability of Bernard Lane during winter.
4. EXECUTIVE SESSION

Minutes.....November 10, 1980

The Jasper County Public Library Board met on November 10, 1980 at 7:30 p.m. at the Rensselaer Headquarters. Present: Mrs. Challis, Dr. Downard, Mrs. Gribble, Mr. Lefler, Mr. Wright.

The minutes of the October meeting were presented and approved. So moved by Mrs. Gribble; seconded by Mrs. Challis.

Bills to be allowed were presented and approved. So moved by Mr. Wright; seconded by Mrs. Challis.

Under the topic of the monthly report Mr. Roby presented a new report entitled "Monthly Statistics." This presented a comparison of circulation and library usage by location and by system totals for October activity. It also presented a financial recap of available operating fund amounts and available cash flow.

The subject of an advance tax draw for the Bond and Interest Redemption Fund was raised. Mrs. Gribble moved that the Board request an advance of \$5800 from the county treasurer; seconded by Mr. Wright. Motion passed.

On the subject of providing addresses and telephone numbers to inquiries over the phone it was decided that the library will provide such information without inquiring into the nature of business or the reason for which the inquiry is made. Mr. Roby is to advise the staff.

Nomination of Officers was then opened. Mrs. Gribble nominated Mr. Lefler for another term as Board President. Mr. Wright seconded. Mr. Lefler declined the nomination. Mr. Wright recommended a nominating committee be appointed and Mr. Lefler appointed Mr. Wright and Mrs. Gribble. They are to present names at the December meeting.

Mr. Lefler reviewed for the Board the Auditor's report which was recently received. It showed no outstanding errors or difficulties.

Mr. Lefler reported on the Trustee workshop which he attended along with Mrs. Daugherty and Mrs. Stumpe.

Under DeMotte business Mr. Roby reported the hiring of Mrs. Carole DeHaven as Branch Assistant. He also raised the topic of selling an unused display unit stored in the basement at DeMotte. Mrs. Gribble moved that it be sold; Mrs. Challis seconded; motion passed.

Under Wheatfield business Mr. Roby reported on the carpentry work in process. He also reported the hiring of Mrs. Simone Jones as Branch Assistant.

Under Rensselaer business Mr. Roby presented the heating system bid submitted by DeYoung. Mr. Wright moved that a flue damper and new switches for the furnace be installed for the bid amount of \$450; seconded by Mrs. Challis; motion approved.

Mr. Roby presented a letter from Jim Hoover concerning the Jasper County Council on Aging. No Board action was taken.

Mrs. Challis read her letter to Mrs. Robert Hansen of DeMotte concerning her reconsideration of book request discussed at the October Board meeting.

The Board went into executive session.

The meeting adjourned at 11:42 p.m.

December's agenda reflects Jim's suggestion of a new sequence format for the meeting.

I have modified the Statistical Report to reflect average circulation per hour. This should give a more accurate idea of activity since the number of hours open per month fluctuates; thus, in the case of circulation at Rensselaer for November compared to October the total amount was down 1% but the number of hours open was down 9%. What these figures actually show is that there was a 9% increase in circulation per hour during the month of November compared to October. Comparable statistics are presented for the other two locations as well as system wide.

Under transfer of appropriation we need to move appropriations for two major categories and within two major categories. I'll bring the figures and forms to the meeting. Guidelines for these transfers can be found on pp. 53 and 60 of the Library Manual.

We can encumber funds on all outstanding bills and contracts and purchase orders, adding those amounts to the appropriation amounts for next year. What this will do is to allow increased permission of acquisition of materials so that next year the library will not be paying for this year's purchases. Since the funds for this year were less than the budgetary limit, encumbering will allow increased expenditures if funds are made available. Taking this action will not effect the year end balance of funds but will in actuality provide a cushion should it be needed. I'll bring the figures to the meeting.

The Jr. Historical Society is just beginning and they are looking for a place to meet. Their tentative schedule for the winter is every other Wednesday at 7:00 p.m. They would like to use the library free of charge, there being no money in their treasury.

Bernard Lane came to see me about plaster work and painting for the library during the winter. He said he would schedule it in if there was interest.



*Phone 219-866-5881*

313 Office Supplies

# Jasper County Public Library

Rensselaer Public Library, Headquarters

Van Rensselaer & Angelica Streets

Rensselaer, Indiana 47978

Phone 219-866-5881

DeMotte Branch  
DeMotte, Indiana 46310

Wheatfield Branch  
Wheatfield, Indiana 46392

December 8, 1980

## BOARD ACTION

It is decided to encumber the following amounts of 1980's bugetary appropriations for which contracts or purchase orders have been issued. For:

### LIBRARY OPERATING FUND

### AMOUNT ENCUMBERED

#### 7 PROPERTIES

73 Books, Periodicals...

\$5,382.12

The following suppliers and amounts make up the above amount:

|                         |                   |
|-------------------------|-------------------|
| Baker & Taylor          | \$1,015.42        |
| Better Books            | 738.75            |
| Congressional Quarterly | 30.60             |
| Doubleday               | 153.93            |
| Franklin Watts          | 467.20            |
| Prentice-Hall           | 588.00            |
| Quality Books           | 2,242.87          |
| Simon & Schuster        | 145.35            |
|                         | <u>\$5,382.12</u> |

James A. Jaffer  
Franklin Dwyer  
W. Dornand  
Cecilia C. Chacrin  
Joyce E. Stumpe

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Jasper County Public Library; Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

| LIBRARY OPERATING FUND       | <u>AMOUNT REQUESTED</u> | <u>AMOUNT APPROPRIATED</u> |
|------------------------------|-------------------------|----------------------------|
| 4 MATERIALS                  |                         |                            |
| 41 Building                  | \$1,725.07              | \$1,725.07                 |
| 5 CURRENT CHARGES            |                         |                            |
| 55 Employers Contribution... | 733.80                  | 733.80                     |

Sec. 2. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

| LIBRARY OPERATING FUND | <u>AMOUNT REQUESTED</u> | <u>AMOUNT REDUCED</u> |
|------------------------|-------------------------|-----------------------|
| 2 SERVICES CONTRACTUAL |                         |                       |
| 24 Repairs             | \$2,458.87              | \$2,458.87            |

Presented to the Jasper County Public Library Board, read in full and adopted this 3th day of December, 1980, by the following aye and nay vote.

| Aye                    | Nay   |
|------------------------|-------|
| <u>James A. Belfer</u> | _____ |
| _____                  | _____ |
| _____                  | _____ |
| <u>Frank R. Wright</u> | _____ |
| _____                  | _____ |
| _____                  | _____ |

ATTEST:

\_\_\_\_\_  
Secretary, Library Board



BILLS TO BE ALLOWED.....DECEMBER 8, 1980

OPERATING FUND

UTILITIES

|                               |       |            |          |
|-------------------------------|-------|------------|----------|
| City of Rensselaer            | (22)  | Rensselaer | \$188.21 |
| NIPSCO                        | (22)  | DeMotte    | 220.37   |
| NIPSCO                        | (22)  | Wheatfield | 62.36    |
| Northwestern Indiana Tel. Co. | (213) | DeMotte    | 13.30    |
| United Telephone Co.          | (213) | Rensselaer | 77.53    |
| United Telephone Co.          | (213) | Wheatfield | 16.60    |

[A] SUBTOTAL UTILITIES \$578.37

BILLS ALLOWED

|                                   |                                                                                   |                                        |         |
|-----------------------------------|-----------------------------------------------------------------------------------|----------------------------------------|---------|
| A.E. Boyce Co. Inc.               | (321)                                                                             | Library supplies                       | \$28.08 |
| American Chemical Society         | (73)                                                                              | Books                                  | 10.19   |
| American Library Association      | (73)                                                                              | Books                                  | 13.00   |
| Barron's Educational Series, Inc. | (73)                                                                              | Books                                  | 54.24   |
| Boiler & Pressure Board           | (54)                                                                              | Inspection fee                         | 8.00    |
| Brodart                           | [(251)-\$438.75-McNaughton; (73)-\$272.37-Books; (321)-\$135.34-Library supplies] |                                        | 846.46  |
| Card Catalog Corp. of America     | (73)                                                                              | Book supplies                          | 120.21  |
| Collector Books                   | (73)                                                                              | Books                                  | 48.46   |
| DEMCO                             | (321)                                                                             | Library supplies                       | 171.41  |
| Doubleday                         | (73)                                                                              | Books                                  | 57.24   |
| EBSCO                             | (73)                                                                              | Magazine subscriptions                 | 26.58   |
| H.W. Wilson Company               | (73)                                                                              | Books                                  | 62.00   |
| Indiana Dept. of Revenue          | (54)                                                                              | Registration fee for RRMC              | 3.50    |
| Indiana Historical Society        | (54)                                                                              | Dues                                   | 15.00   |
| J.C. Penney                       | (721)                                                                             | Drapes - Rensselaer Pd. on check #2095 | 77.87   |
| Johnson's Trash Removal           | (252)                                                                             | Trash pick-up - DeMotte                | 7.00    |
| Konovsky Lumber Yard              | (411)                                                                             | Building supplies - Whfd.              | 18.91   |
| Lafayette Glass Co., Inc.         | (252)                                                                             | Weatherstrip door - Rens.              | 74.53   |
| Montgomery Wards                  | (721)                                                                             | Drapery Rods - Rensselaer              | 101.53  |
| National Geographic Society       | (73)                                                                              | Books                                  | 101.70  |
| National Library Service, Inc.    | (73)                                                                              | Books                                  | 990.82  |
| Publishers Central Bureau         | (73)                                                                              | Books                                  | 108.95  |
| RCA Leasing, Inc.                 | (253)                                                                             | Copy machine                           | 158.49  |
| R.R. Bowker                       | (73)                                                                              | Books                                  | 75.74   |
| R.W. Pool                         | (322)                                                                             | Janitorial supplies                    | 46.74   |
| Roby, Bruce                       |                                                                                   | Petty cash - Wheatfield                | 8.80    |
| Roby, Bruce                       |                                                                                   | Petty cash - DeMotte                   | 18.71   |
| Roby, Bruce                       |                                                                                   | Petty cash - Rensselaer                | 20.73   |
| Roby, Bruce                       | (211)                                                                             | Mileage                                | 44.00   |
| Sears, Roebuck and Co.            | (322)                                                                             | Weatherstripping                       | 9.17    |
| Simon & Schuster                  | (73)                                                                              | Books                                  | 236.03  |
| Sycamore Girl Scout Council Inc.  | (73)                                                                              | Books                                  | 157.53  |
| Treasurer General, NSDAR          | (73)                                                                              | Magazine subscription                  | 5.00    |
| The Wall Street Journal           | (73)                                                                              | Newspaper subscription                 | 63.00   |
| Baker & Taylor                    | (73)                                                                              | Books                                  |         |

Operating Fund \$892.25 [\$902.25]

Rensselaer Gift Fund \$10.00

[B] SUBTOTAL BILLS ALLOWED \$4,681.92

[C] SUBTOTAL [A+B] OPERATING FUND \$5,260.29

RENSSELAER GIFT FUND

|                      |      |                                   |          |
|----------------------|------|-----------------------------------|----------|
| DAK Industries, Inc. | (73) | Cassette tapes                    | \$278.83 |
|                      |      | [D] SUBTOTAL RENSSELAER GIFT FUND | \$288.83 |

BOND & INTEREST REDEMPTION FUND

|                    |                |             |
|--------------------|----------------|-------------|
| DeMotte State Bank | Bond Payment   | \$13,611.25 |
| DeMotte State Bank | Service Charge | 25.00       |

[E] SUBTOTAL BOND & INTEREST REDEMPTION FUND \$13,636.25

TOTAL [C+D+E] \$19,185.37

\_\_\_\_\_  
*James A. Lyle*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



1981 Holiday Schedule

|             |          |                         |
|-------------|----------|-------------------------|
| January 1   | Thursday | New Year's Day          |
| February 16 | Monday   | Washington's Birthday   |
| April 17    | Friday   | Good Friday (12-3 p.m.) |
| May 25      | Monday   | Memorial Day            |
| July 4      | Saturday | Independence Day        |
| September 7 | Monday   | Labor Day               |
| October 12  | Monday   | Columbus Day            |
| November 26 | Thursday | Thanksgiving            |
| December 24 | Thursday | Christmas Eve (½ day)   |
| December 25 | Friday   | Christmas Day           |
| December 31 | Thursday | New Year's Eve (½ day)  |

AGENDA.....January 12, 1981  
7:30 p.m.  
Rensselaer Hdqr.

1. Minutes of December 8, 1980 meeting.
2. Martha Daughtery.
3. Bills to be allowed - January.
4. Designation of Depository.
5. Indiana Library Trustee Association.

Minutes.....December 8, 1980

The Jasper County Public Library Board met on December 8, 1980 at the Rensselaer Headquarters. Present: Mrs. Challis, Dr. Downard, Mr. Lefler, Mrs. Stumpe, Mr. Wright.

The minutes of the October meeting were presented and approved. So moved by Mrs. Stumpe; seconded by Dr. Downard.

The monthly report was reviewed. Mr. Roby reported on anticipated end of year balances.

Bills to be allowed were presented and approved. So moved by Mrs. Stumpe; seconded by Dr. Downard.

The 1981 holiday schedule was presented and approved. So moved by Mr. Wright; seconded by Mrs. Stumpe.

Transfer of appropriations within major budget categories SERVICES PERSONAL and SUPPLIES were approved. So moved by Mr. Wright; seconded by Mrs. Challis.

Transfer of appropriations between major categories of MATERIALS, CURRENT CHARGES, and SERVICES CONTRACTUAL were approved. So moved by Mr. Wright; seconded by Mrs. Stumpe.

Encumbrance of appropriations for books in PROPERTIES in the amount of \$5,382.12 was approved. So moved by Mrs. Challis; seconded by Dr. Downard.

Officers for 1981 chosen by the nominating committee were: William Downard for president; Lynn Daugherty, vice-president; Franklin Wright, secretary; and Joyce Stumpe, treasurer. Mrs. Stumpe submitted her resignation to the Board effective January 1, 1981. In her place of nomination Mr. Lefler was nominated for treasurer by Mrs. Challis, seconded by Mrs. Stumpe. Mr. Wright moved for approval of officers, seconded by Mrs. Challis. Approved.

Mr. Roby reported on the remodeling at Wheatfield. Letters of appreciation are to be sent to Messrs. Jeff Dresher, Jerry Dresher, and Milburn Ricker for their work contributed to the project.

Mr. Roby presented a request from the Jr. Historical Society to use the library at Rensselaer for their meetings without charge. So moved to allow their usage; seconded by Mr. Wright. Approved.

Mr. Roby advised the Board of two potential patron problems of vagrancy at Wheatfield and Rensselaer. The Board instructed him to advise them to leave and contact the police if necessary.

In executive session Mr. Roby's letter of resignation, effective January 31, with the last three weeks as vacation pay was read by Mr. Lefler. The letter was accepted by the Board.

Out of executive session Mrs. Challis brought up the question of excessive fines of a patron in Wheatfield. Mr. Roby will check it out.

Dr. Downard brought up the question of financial reconciliation with Eunice Yeoman. Mr. Roby reported he had received no reply to his letter to Mr. Beaver on the matter. The Board advised him to contact Mr. Beaver and to pay the amount she requested if it was in line with the figures calculated in the spring.

The Board went back into executive session.



BILLS TO BE ALLOWED.....JANUARY 12,1981

OPERATING FUND

UTILITIES

|                               |       |                        |          |
|-------------------------------|-------|------------------------|----------|
| City of Rensselaer            | (22)  | Rensselaer             | \$211.43 |
| NIPSCO                        | (22)  | DeMotte                | 119.08   |
| NIPSCO                        | (22)  | Wheatfield             | 85.63    |
| Northwestern Indiana Tel. Co. | (213) | DeMotte                | 14.68    |
| United Telephone Co.          | (213) | Rensselaer             | 64.01    |
| United Telephone Co.          | (213) | Wheatfield             | 16.79    |
|                               |       | [A] SUBTOTAL UTILITIES | 511.62   |

BILLS ALLOWED

|                                  |       |                                                    |          |
|----------------------------------|-------|----------------------------------------------------|----------|
| The Baker & Taylor Co.           | (73)  | Books                                              | 57.56 ✓  |
| Better Books Co.                 | (73)  | Books                                              | 738.75 ✓ |
| Brodart, Inc.                    |       | [(251)-\$438.75-McNaughton; (73)-\$166.43-Books] ✓ | 605.18   |
| Catalog Card Corp. of America    | (73)  | Book supplies                                      | 134.65 ✓ |
| Congressional Quarterly          | (73)  | Books                                              | 32.10 ✓  |
| Consolidated Insurance Agency    | (51)  | Renewal of series 2000 policy                      | 3976.00  |
| DEMCO                            | (321) | Library supplies                                   | 4.00 ✓   |
| Doubleday & Company, Inc.        | (73)  | Books                                              | 136.04 ✓ |
| Facts on File                    | (73)  | Books                                              | 279.00 ✓ |
| Franklin Watts, Inc.             | (73)  | Books                                              | 463.29 ✓ |
| Heritage Office Products, Inc.   | (321) | Library supplies                                   | 34.20 ✓  |
| Johnson's Trash Removal          | (252) | Trash pick-up - DeMotte                            | 7.00     |
| National Geographic Society      | (73)  | Books                                              | 57.80 ✓  |
| Osterfeld, Emma                  | (211) | Mileage                                            | 11.00    |
| Osterfeld, Emma                  |       | Petty Cash - Wheatfield                            | 2.83     |
| Osterfeld, Emma                  |       | Petty Cash - Rensselaer                            | 10.89    |
| Osterfeld, Emma                  |       | Petty Cash - DeMotte                               | 13.14    |
| Prentice Hall, Inc.              | (73)  | Books                                              | 356.78 ✓ |
| Publishers Central Bureau        | (73)  | Books                                              | 5.34 ✓   |
| R & A Leasing, Inc.              | (253) | Copy Machine                                       | 158.49 ✓ |
| Ribordy Drugs                    | (73)  | Records                                            | 62.82 ✓  |
| Roby, Bruce                      | (211) | Mileage                                            | 22.00    |
| Silver Burdett Company           | (73)  | Books                                              | 38.18 ✓  |
| Smith Office Equipment Co., Inc. | (313) | Office supplies                                    | 338.36 ✓ |
|                                  |       | [B] SUBTOTAL BILLS ALLOWED                         | 7545.40  |
|                                  |       | TOTAL [A+B]                                        | 8057.02  |

Sylvia Daugherty  
James A. Lefler  
Colleen E. Challen  
William L. Toward

Franklin Wright  
Barbara Spiller



# JASPER COUNTY PUBLIC LIBRARY

North Van Rensselaer Street

Rensselaer, Indiana 47978

|    |                                  | 1               | 2             | 3           | 4                          |
|----|----------------------------------|-----------------|---------------|-------------|----------------------------|
|    |                                  | MONTH           | January 1981  |             |                            |
|    |                                  |                 | Beginning     | Spent this  | Ending                     |
|    |                                  | Operating       | Appropriation | month       | Appropriation              |
| 1  | Librarian                        |                 | 14,500.00     | 1,208.32    | 13,291.68                  |
| 2  | Assistants                       |                 | 69,800.00     | 4,755.17    | 65,044.83                  |
| 3  | Other compensation               |                 | 500.00        |             | 500.00                     |
| 4  | Communication & Transportation   |                 | 5,850.00      | 134.11      | 5,715.89                   |
| 5  | Heat, Light, Water               |                 | 7,500.00      | 416.14      | 7,083.86                   |
| 6  | Printing & Advertising           |                 | 700.00        |             | 700.00                     |
| 7  | Repairs                          |                 | 4,500.00      |             | 4,500.00                   |
| 8  | Services Contractual             |                 | 11,900.00     | 704.24      | 11,195.76                  |
| 9  | Office Supplies                  |                 | 900.00        |             | 900.00                     |
| 10 | Library & Janitorial Supplies    |                 | 4,000.00      | 397.79      | 3,602.21                   |
| 11 | Insurance & Bonds                |                 | 4,300.00      | 3,976.00    | 324.00                     |
| 12 | Dues                             |                 | 250.00        |             | 250.00                     |
| 13 | OASI-Public Emp. Ret.            |                 | 5,300.00      | 507.86      | 4,792.14                   |
| 14 | Transfer to Lib. Impr. Reserve   |                 | 4,600.00      |             | 4,600.00                   |
| 15 | Equipment                        |                 | 3,200.00      |             | 3,200.00                   |
| 16 | Books                            |                 | 35,000.00     | 2,528.74    | 32,471.26                  |
| 17 |                                  |                 | 172,800.00    | 14,628.37   | 158,171.63                 |
| 18 |                                  |                 |               |             |                            |
| 19 | * Beginning Balance of all Funds |                 |               | 20,488.27   | Month Ending Dec. 31, 1980 |
| 20 | Deposits                         | Auditor         |               | + 55,197.86 |                            |
| 21 |                                  | Copy Machine    |               | + 175.63    |                            |
| 22 |                                  | Fines & Rentals |               | + 272.03    |                            |
| 23 |                                  | Cards           |               | + 53.00     |                            |
| 24 |                                  | Refunds         |               |             |                            |
| 25 |                                  |                 |               |             |                            |
| 26 |                                  |                 |               |             |                            |
| 27 | * Total of All Funds             |                 |               | 76,186.79   |                            |
| 28 | Less Expenses                    |                 |               | - 14,628.37 |                            |
| 29 | * Ending Balance of all funds    |                 |               | 61,558.42   | Ending Jan. 31st, 1981     |
| 30 |                                  |                 |               |             |                            |
| 31 | * Breakdown of ending Balance    |                 |               |             |                            |
| 32 | Operating Fund                   |                 |               |             | 1,237.63                   |
| 33 | Cert. of Deposit                 |                 |               |             | 12,590.21                  |
| 34 | Savings Account                  |                 |               |             |                            |
| 35 | Operating                        | 41,980.90       |               |             |                            |
| 36 | Rensselaer Gift                  | 5,044.82        |               |             |                            |
| 37 | Wheatfield Gift                  | 539.58          |               |             |                            |
| 38 | DeMotte Gift                     | 165.28          |               |             |                            |
| 39 | Total Savings Account            |                 |               |             | 47,730.58                  |
| 40 |                                  |                 |               |             | 61,558.42                  |

AGENDA.....February 9, 1981  
7:30 p.m.  
Wheatfield Branch

1. Minutes of January 12, 1981 meeting.
2. Bills to be allowed--February.
3. System business.
  - 3.1 Monthly report.
  - 3.2 Fine policy.
  - 3.3 Search for new Director.
  - 3.4 Designation of Depository.
4. DeMotte business.
  - 4.1 Friends of the Library.
  - 4.2 Humane Society.
  - 4.3 Janitor.
5. Wheatfield business.
6. Rensselaer business.
  - 6.1 Eunice Yeoman's compensation.
  - 6.2 Withdrawn encyclopedias.



Minutes.....January 12, 1981

The Jasper County Public Library Board met on January 12, 1981 at the Headquarters Library. Present: Downard, Challis, Gribble, Wright, Lefler, and Daugherty.

The Board accepted the previously stolen pistols, sword and memorabilia from the Library's General Milroy collection from Bob Duncan of the Rensselaer Police Department. Lefler moved that a \$100 reward be given for information leading to the return of the items. Wright seconded. Motion carried.

The Board voted by acclamation to thank the Rensselaer Police Department for their work in solving the case. The Board agreed to take a complete inventory of the Milroy collection and get an itemized account of approximate values in order to insure the valuables. Downard will talk to Roger Wapple about more secure ways of displaying the collection.

Minutes of the December meeting were approved. So moved by Gribble, seconded by Challis. It was noted that Father Joseph Ackermann has been appointed to the board to serve out Joyce Stumpe's term.

Acting Librarian. Lefler moved, Wright seconded to appoint Emmy Osterfeld as acting librarian. Approved.

Overdue Fines. Osterfeld was instructed to look into fine schedules around the state, so that the Board may decide on a less severe fine schedule at their next meeting.

Budget and Financial Reports. Martha Daugherty, bookkeeper, explained these to the Board.

Wright moved, Lefler seconded that \$378.83 be moved from the Rensselaer Gift Fund to the Operating Fund Savings Account. Motion carried.

Osterfeld was asked to look further for a breakdown of earmarked gift fund money. The Board decided that, until the Board is certain that Tri-Kappa approved the purchase of tapes with their gift fund money previously earmarked for fine arts books, unearmarked gift fund money would be used for the tape purchase.

The Board requested that in the future all new monies be receipted first into the checking account even if, within the same day, the money is then put into the savings account. They also requested Martha Daugherty to prepare a very simple financial summary each month in addition to the official monthly report.

The board approved transferring \$40,000 from the checking account to the savings account. Wright moved. Lefler seconded. The possibility of putting some money into CD's will be decided at the next meeting.

Yeoman Severance Pay. Downard, Wright and Lefler will meet with Jim Beaver, attorney, to settle the matter.

Meeting Sites. February meeting to be held in Wheatfield; May meeting in DeMotte.



Bills to be Allowed. Presented and approved. Wright moved, Daugherty seconded.

Board of Finance. Board approved Lefler as president, Wright as secretary of the board of finance. Daugherty moved, Challis seconded.

Staff Resignation. Board voted to accept Ruth Roby's resignation. Lefler moved, Gribble seconded.

Library Director Search. Lefler, in charge of the search, announced his plans to call special meetings of the full board to interview candidates.

Absence Without Pay. Board approved motion to allow Becky Gagnon one week of vacation without pay in February. Lefler moved. Gribble seconded.

Janitor Positions. Osterfeld was instructed to attempt to secure work-study students for janitor positions at Rensselaer and to find out what arrangements have been made to secure a janitor for DeMotte also.

Lefler moved to adjourn the meeting.

BILLS TO BE ALLOWED.....FEBRUARY 9, 1981

OPERATING FUND

UTILITIES

|                               |       |                        |            |
|-------------------------------|-------|------------------------|------------|
| City of Rensselaer            | (22)  | Rensselaer             | \$278.98 ✓ |
| NIPSCO                        | (22)  | DeMotte                | 408.39 ✓   |
| NIPSCO                        | (22)  | Wheatfield             | 136.65     |
| Northwestern Indiana Tel. Co. | (213) | DeMotte                | 16.67      |
| United Telephone Co.          | (213) | Rensselaer             | 67.47      |
| United Telephone Co.          | (213) | Wheatfield             | 16.60      |
|                               |       | [A] SUBTOTAL UTILITIES | \$924.76   |

BILLS ALLOWED

|                                     |                                                              |                             |            |
|-------------------------------------|--------------------------------------------------------------|-----------------------------|------------|
| ✓ A.E. Boyce Co., Inc.              | (321)                                                        | Library supplies            | \$27.65    |
| ✓ The Baker & Taylor Company        | (73)                                                         | Books                       | 371.36     |
| ✓ Bierma Hardware                   | (321)                                                        | Paint - Wheatfield          | 4.69       |
| ✓ Brodart, Inc.                     | [(251)-\$438.75-McNaughton; (321)-\$189.40-Library supplies] |                             | 628.15     |
| ✓ Consolidated Insurance Agency     | (51)                                                         | Treasurer Bond              | 80.00      |
| ✓ Demco                             | (231)                                                        | Library supplies            | 80.17      |
| ✓ Doubleday & Company, Inc.         | (73)                                                         | Books                       | 8.02       |
| ✓ Great Lakes Copy Supply           | (321)                                                        | Library supplies            | 140.40     |
| ✓ Heritage Office Products, Inc.    | (313)                                                        | Office supplies             | 6.25       |
| ✓ Indiana Library Trustee Assoc.    | (54)                                                         | ILTA dues                   | 115.00     |
| Johnson's Trash Removal             | (252)                                                        | Trash pick-up - DeMotte     | 7.00       |
| ✓ Osterfeld, Emma                   | (211)                                                        | Mileage                     | 11.60      |
| ✓ Osterfeld, Emma                   |                                                              | Petty cash - DeMotte        | 3.24       |
| ✓ Osterfeld, Emma                   |                                                              | Petty cash - Rensselaer     | 21.09      |
| Osterfeld, Emma                     |                                                              | Petty cash - Wheatfield     | 12.72      |
| Postmaster                          | (212)                                                        | Postage                     | 100.00     |
| Quality Books                       | (73)                                                         | Books                       | 1,529.29   |
| ✓ Quill Corporation                 | (321)                                                        | Library supplies            | 93.19      |
| ✓ R&A Leasing, Inc.                 | (253)                                                        | Copy machine                | 158.49     |
| ✓ Rensselaer Readmore               | (73)                                                         | Newspaper subscription /'80 | 117.75     |
| Silver Burdett Company              | (73)                                                         | Books                       | 38.08      |
| Simon & Schuster                    | (73)                                                         | Books                       | 33.65      |
| ✓ Sterling Publishing Company, Inc. | (73)                                                         | Books                       | 729.10     |
| ✓ Kankakee Valley Post-News         | (231)                                                        | Help-wanted ad - DeMotte    | 3.50       |
|                                     |                                                              | [B] SUBTOTAL BILLS ALLOWED  | \$4,320.39 |

TOTAL [A+B] \$5,245.15

William L. Downard

James C. Dougherty

Frank Dwyer

Colleen E. Challen

Barbara Gould

James A. Leffer

chairman of a planning committee to make the arrangements.

Salaries. Cathy Rodeffer provided information on comparative salary schedules and suggested that the board consider establishment of a salary schedule for the Jasper County Library.

New employees. Cathy Rodeffer informed the board that a custodian, Ronald Arnold had been hired on the basis of 10 hrs. per week and a secretary, Cheryl Witty, had been hired for 20 hrs per week.

Rensselaer remodeling. After discussion about potential remodeling of the Rensselaer library, President Downard appointed J. Lefler as chairman of a trustee committee to study the potential remodeling needs of the Rensselaer building.

Wheatfield business.

Roof. After discussion about problems with the roof on the Wheatfield library building, the board directed Cathy Rodeffer to determine the existing insurance coverage and also to obtain estimates of cost if repairs are needed.

Maternity leave for Simone Jones. Cathy Rodeffer suggested that a temporary replacement be hired to replace Simone Jones for 6-8 weeks while Simone is on maternity leave. J. Lefler moved to approve the request and C. Challis seconded. Motion passed.

DeMotte business.

Friends of the Library. L. Daughtery reported that the Arts and Crafts Festival committee of the Friends of the Library had requested use of the library facility during the festival dates. The board delegated the management decision to Cathy Rodeffer.

Book delivery and interlibrary loan. L. Daughtery suggested that a better system of book delivery for interlibrary loan be studied with the possibility of using volunteers to deliver the books.

Basement remodeling. The DeMotte Friends of the Library expressed a willingness and desire to help financially. President Downard appointed L. Daughtery as the board representative to work with the group to determine the library's needs.

Carol DeHaven's leave of absence. C. Rodeffer requested the board to consider a leave of absence for Carol DeHaven for the period of June 8, 1981 to September 1, 1981. This request was approved upon motion by J. Lefler and seconded by L. Daughtery.

Budget committee. President Downard appointed the following board members to serve with Cathy Rodeffer as the Budget Committee for 1982 budget: J. Lefler and F. Wright.

On motion by F. Wright, seconded by L. Daughtery, the meeting adjourned.



BILLS TO BE ALLOWED.....June 8, 1981

OPERATING FUND

UTILITIES

|                               |       |                        |               |
|-------------------------------|-------|------------------------|---------------|
| City of Rensselaer            | (22)  | Rensselaer             | \$153.16      |
| NIPSCO                        | (22)  | DeMotte                | 151.26        |
| NIPSCO                        | (22)  | Wheatfield             | 49.25         |
| Northwestern Indiana Tel. Co. | (213) | DeMotte                | 20.21         |
| United Telephone Co.          | (213) | Rensselaer             | 108.26        |
| United Telephone Co.          | (213) | Wheatfield             | 28.34         |
|                               |       | [A] SUBTOTAL UTILITIES | <u>510.48</u> |

BILLS ALLOWED

|                                                         |       |                                                                    |         |
|---------------------------------------------------------|-------|--------------------------------------------------------------------|---------|
| American Library Association                            | (32)  | Supplies                                                           | \$20.00 |
| Associated Libraries                                    | (73)  | Books                                                              | 507.85  |
| Baker & Taylor                                          | (73)  | Books                                                              | 254.31  |
| Bierma Hardware                                         | (321) | Supplies                                                           | 18.19   |
| Brodart                                                 |       | [(251)-McNaughton-\$438.75; (321)-Sysdac-\$135.95]                 | 570.70  |
| Campbell Printing                                       | (232) | Supplies                                                           | 34.00   |
| Daryl's Pastry Shop                                     | (321) | Supplies                                                           | 9.79    |
| Daughtery, Martha                                       | (211) | Mileage                                                            | 42.00   |
| Demco                                                   | (321) | Supplies                                                           | 11.12   |
| DeMotte Hardware                                        | (321) | Supplies                                                           | 3.18    |
| DeMotte Office                                          | (321) | Supplies                                                           | 1.45    |
| DeYoung Plumbing, Heating & Air Conditioning            | (251) | Heating changes                                                    | 450.00  |
| Fenton Educational Services                             | (73)  | Books                                                              | 167.50  |
| Gagnon, Rebecca                                         | (211) | Mileage                                                            | 29.00   |
| Gary Post Tribune                                       | (73)  | Newspaper subscription-1 yr.                                       | 80.60   |
| Grolier Year Book Inc.                                  | (73)  | Books                                                              | 15.00   |
| Hanson, Brad                                            | (14)  | Yard maintenance                                                   | 10.00   |
| Heritage Office Products                                |       | [(321)-Supplies-\$31.38; (721)-Desk-\$100.00]                      | 131.38  |
| Jasper County Farm Bureau Cooperative Association, Inc. | (241) | Repair of Wheatfield ceiling                                       | 568.84  |
| Johnson Trash Removal                                   | (252) | DeMotte Trash Removal                                              | 7.00    |
| Kankakee Valley Post News                               | (231) | Classified Ad                                                      | 3.50    |
| Kelso Incorporated                                      | (321) | Supplies for summer reading                                        | 7.90    |
| Little Cousin Jasper                                    | (252) | Booth rental                                                       | 20.00   |
| Postmaster                                              | (212) | Postage                                                            | 100.00  |
| R & A Leasing                                           | (253) | Copy machine                                                       | 158.49  |
| Rensselaer Republican                                   |       | [(73)-Subscription-Wheatfield-\$29.00; (231)-Classified Ad-\$5.10] | 34.10   |
| Ribordy Drugs                                           | (321) | Supplies for summer reading                                        | 7.50    |
| Rodeffer, Catherine                                     |       | [(321)-Supplies-\$1.60; (211)-Mileage-\$57.80]                     | 59.40   |
| Rodeffer, Catherine                                     |       | Petty Cash - DeMotte                                               | 15.00   |
| Rodeffer, Catherine                                     |       | Petty Cash - Rensselaer                                            | 10.88   |
| Rodeffer, Catherine                                     |       | Petty Cash - Wheatfield                                            | 10.32   |



BILLS TO BE ALLOWED -- June 8, 1981.....page 2

|                              |                                                                |                   |
|------------------------------|----------------------------------------------------------------|-------------------|
| Smith Office Equipment Co.   | (251) Savin Copier Paper                                       | \$52.25           |
| Tom's Supermarket            | (321) Supplies                                                 | 5.59              |
| Yoder, Ethel                 | [(211)-Mileage-\$18.60; (214)-<br>Professional Meeting-\$5.00] | 23.60             |
| Yoder, Jeff - Amway Products | (322) Supplies-janitorial                                      | 17.73             |
|                              | [B] SUBTOTAL BILLS ALLOWED                                     | <u>\$3,458.17</u> |
|                              | [A+B] TOTAL                                                    | \$3,968.65        |

James A. Gfeller

Barbara B. Gfeller

Colleen L. Challen

William L. Downard





JASPER COUNTY PUBLIC LIBRARY

North Van Ren. Street

Rensselaer, Indiana 47978

|    | 1                              | 2                          | 3                   | 4                       |                         |
|----|--------------------------------|----------------------------|---------------------|-------------------------|-------------------------|
|    | Month MAY 1981                 |                            |                     |                         |                         |
|    | Operating                      | Beginning<br>Appropriation | Spent this<br>Month | Ending Spent<br>to Date | Ending<br>Appropriation |
| 1  | Librarian                      | 14,500.00                  | 1,166.66            | 3,541.64                | 10,958.36               |
| 2  | Assistants                     | 69,800.00                  | 4,654.05            | 24,271.92               | 45,528.08               |
| 3  | Other Compensation             | 500.00                     | 107.20              | 241.20                  | 258.80                  |
| 4  | Communication & Transportation | 5,850.00                   | 546.77              | 1,954.69                | 3,895.31                |
| 5  | Heat, Light, Water             | 7,500.00                   | 450.81              | 2,925.54                | 4,574.46                |
| 6  | Printing & Advertising         | 700.00                     | 13.26               | 16.76                   | 683.24                  |
| 7  | Repairs                        | 4,500.00                   |                     | 584.71                  | 3,915.29                |
| 8  | Services Contractual           | 11,900.00                  | 685.24              | 3,525.00                | 8,375.00                |
| 9  | Office Supplies                | 900.00                     |                     | 6.25                    | 893.75                  |
| 10 | Library & Janitorial Supplies  | 4,000.00                   | 428.46              | 1,899.52                | 2,100.48                |
| 11 | Insurance & Bonds              | 4,300.00                   |                     | 4,056.00                | 244.00                  |
| 12 | Increase Appropriation         | 711.00                     |                     |                         | 711.00                  |
| 13 | Dues                           | 250.00                     |                     | 165.00                  | 85.00                   |
| 14 | OASI-Public Emp. Retirement    | 5,300.00                   | 398.25              | 1,739.22                | 3,162.53                |
| 15 | Transfer to Lib. Impr. Reserve | 4,600.00                   |                     |                         | 4,600.00                |
| 16 | Equipment                      | 3,200.00                   | 719.83              |                         | 3,200.00                |
| 17 | Books                          | 35,000.00                  | 719.83              | 7,503.72                | 27,496.28               |
| 18 |                                | 173,511.00                 | 9,170.53            | 52,829.42               | 120,681.58              |
| 19 |                                |                            |                     |                         |                         |
| 20 | Beginning Balance of All Funds |                            | 65,354.55           |                         |                         |
| 21 | Deposits - Consolidated Prem.  |                            | 711.00              |                         |                         |
| 22 | Copy Machine Savings           |                            | 192.55              |                         |                         |
| 23 | Card Money                     |                            | 43.00               |                         |                         |
| 24 | Fines & Rentals                |                            | 164.69              |                         |                         |
| 25 | Rensselaer Gift Fund           |                            | 35.00               |                         |                         |
| 26 | Total of All Funds             |                            | 65,500.79           |                         |                         |
| 27 | Less Expenses                  |                            | -9,170.53           |                         |                         |
| 28 | * Ending Balance of All Funds  |                            | 57,330.26           |                         |                         |
| 29 | Breakdown of Ending Balance    |                            |                     |                         |                         |
| 30 | Operating Fund Checking Acct.  | (-2653.68)                 |                     |                         |                         |
| 31 | Rens. Gift Fund Checking Acct. | 35.00                      |                     |                         |                         |
| 32 | LIRF Certificate of Deposit    | 10,000.00                  |                     |                         |                         |
| 33 | Savings Account                |                            |                     |                         |                         |
| 34 | Operating Money                | 40,857.72                  |                     |                         |                         |
| 35 | Rensselaer Gift Fund           | 5,044.82                   |                     |                         |                         |
| 36 | Wheatfield Gift Fund           | 539.58                     |                     |                         |                         |
| 37 | DeMotte Gift Fund              | 165.28                     |                     |                         |                         |
| 38 | LIRF Money                     | 2,590.21                   |                     |                         |                         |
| 39 | LIRF Interest                  | 751.33                     |                     |                         |                         |
| 40 | *Ending Balance of all Funds   | 57,330.26                  |                     |                         |                         |



AGENDA.....July 13, 1981

1. Minutes for June 8, 1981
2. Bills to be allowed
3. Monthly report
4. System business
  - 4.1 Budget proposal
  - 4.2 Policies
    - 4.21 Equipment
    - 4.22 Lost and paid books
5. Rensselaer business
  - 5.1 Fine policy report
  - 5.2 Oral history project
  - 5.3 Hours
6. Wheatfield business
  - 6.1 Roof
  - 6.2 Insurance
  - 6.3 Church Building
7. DeMotte Business
  - 7.1 Friends of Library
  - 7.2 Basement

Minutes.....June 8, 1981

Minutes of the regular meeting of the Jasper County Public Library Board,  
June 8, 1981, 7:30 p.m., at the Rensselaer Headquarters.

In attendance: trustees William Downard, president, James Lefler, treasurer,  
Colleen Challis, Barbara Gribble, and Cathy Rodeffer, director.

Minutes were read. J. Lefler moved to accept the minutes. B. Gribble  
seconded. The motion passed.

#### System Business

Bills to be allowed for the month of May, 1981, were presented and discussed.  
C. Challis moved to accept the bills and B. Gribble seconded. Motion carried.

Monthly report. Monthly report was reviewed and accepted.

Proposed salary schedules. 1981 salary proposal was presented by C. Rodeffer.  
After a short review and discussion, the board decided to table further  
discussion until the next meeting.

Legislation report. C. Rodeffer reported that recent legislation states that  
the board treasurer can be compensated beginning September 1, 1981. At that  
time the board can select a treasurer from the board or from the library  
staff. In addition to the regular responsibilities, the treasurer will be  
the only board officer required to sign checks.

The board discussed Mr. Roby's unfortunate accident. The board has been  
advised that they are not responsible for any mistakes or oversights which  
may have occurred due to Mr. Roby's departure.

#### Wheatfield Business

Roofing estimates from Don's Construction and Farm Bureau were discussed.  
President Downard asked J. Lefler to contact Mr. Babcock of Don's Construction  
to do the roofing on the Wheatfield Library building.

The board discussed obtaining liability insurance to cover the Wheatfield  
building.

#### Rensselaer Business

C. Rodeffer reported that she has been unable to contact Mr. Rodgers  
concerning the security system. Part of the installation is finished, but  
as of this meeting, the system is not complete.

Peggy Rodibaugh was hired to work part-time in the Rensselaer Children's Room.

C. Rodeffer presented a complaint submitted by Connie Bailey concerning the  
book Good Boy, Bad Boy by Marie Hall Ets. After examining the book and  
discussing the specific objection, the board decided to remove the book from  
the collection due to the outdated treatment of the subject matter. It was  
added that the book most likely would have eventually been removed through  
the regular weeding process.

The meeting was adjourned at 9:15 p.m.



BILLS TO BE ALLOWED.....July 13, 1981

OPERATING FUND

UTILITIES

|                               |       |                        |          |
|-------------------------------|-------|------------------------|----------|
| City of Rensselaer            | (22)  | Rensselaer             | \$146.17 |
| NIPSCO                        | (22)  | DeMotte                | 129.27   |
| NIPSCO                        | (22)  | Wheatfield             | 40.07    |
| Northwestern Indiana Tel. Co. | (213) | DeMotte                | 25.73    |
| United Telephone Co.          | (213) | Rensselaer             | 214.77   |
| United Telephone Co.          | (213) | Wheatfield             | 28.34    |
|                               |       | [A] SUBTOTAL UTILITIES | 584.35   |

BILLS ALLOWED

|                               |       |                                  |          |
|-------------------------------|-------|----------------------------------|----------|
| A. E. Boyce Co., Inc.         | (321) | Supplies                         | \$111.45 |
| American Econo-Clad Services  | (73)  | Books                            | 309.98   |
| Associated Libraries, Inc.    | (73)  | Books                            | 140.78   |
| Baker & Taylor Co.            | (73)  | Books                            | 5.47     |
| Baker & Taylor Co.            | (73)  | Books                            | 2170.22  |
| Brands Flowers                | (321) | Supplies                         | 17.50    |
| Brodart                       |       | [(251)-McNaughton-\$465.09;      | 722.99   |
|                               |       | (321)-Supplies-\$134.30; (73)-   |          |
|                               |       | Books-\$123.60]                  |          |
| Campbell Printing Co.         | (321) | Supplies                         | 148.25   |
| Congressional Quarterly, Inc. | (73)  | Books                            | 198.00   |
| Demco                         |       | [(321)-Supplies-\$395.79;        | 844.79   |
|                               |       | Rens. Gift Fund-\$449.00]        |          |
| DeMotte Hardware              | (321) | Supplies                         | 13.10    |
| EBSCO Subscription Services   | (73)  | Books                            | 11.51    |
| Encyclopaedia Britannica      | (73)  | Books                            | 629.00   |
| Educational Corp.             |       |                                  |          |
| Franklin Watts                | (73)  | Books                            | 532.32   |
| Great Lakes Copy Supply       |       | [(321)-Supplies-\$130.00; (252)- | 530.00   |
|                               |       | Service Contract-\$400.00]       |          |
| Hanson, Brad                  | (14)  | Yard Maintenance                 | 40.00    |
| Heritage Office Products      | (321) | Supplies                         | 5.62     |
| Hoover, Paul                  | (321) | Summer reading supplies          | 10.00    |
| Ingram                        | (73)  | Books                            | 409.43   |
| Johnson's Trash Removal       | (252) | DeMotte Trash Removal            | 7.00     |
| Olympia Book Company          | (73)  | Books                            | 544.17   |
| Postmaster                    | (212) | Postage                          | 108.00   |
| Quality Books, Inc.           | (73)  | Books                            | 649.62   |
| Quill Corporation             | (321) | Supplies                         | 205.33   |
| R & A Leasing                 | (253) | Copy Machine                     | 158.49   |
| Rand McNally & Co.            | (73)  | Books                            | 139.00   |
| Retro Act Chindrens Theater   | (14)  | Puppet Show                      | 20.00    |
| Ribordy Drugs                 | (321) | Supplies                         | 25.18    |
| Ricker, Lois                  | (212) | Postage                          | 5.00     |
| Rodeffer, Catherine           | (211) | Mileage                          | 140.00   |
| Rodeffer, Catherine           |       | Petty Cash - DeMotte             | 14.73    |
| Rodeffer, Catherine           |       | Petty Cash - Rensselaer          | 22.72    |
| Rodeffer, Catherine           |       | Petty Cash - Wheatfield          | 2.93     |
| St. Joseph's College          | (14)  | Work Study Students              | 210.72   |
| Scribner Book Co., Inc.       | (73)  | Books                            | 230.00   |

|                            |                |                        |
|----------------------------|----------------|------------------------|
| Schultz's Family Store     | (321) Supplies | 20.03                  |
| Silver Burdett Co.         | (73) Books     | 38.48                  |
| Tom's Super Market         | (321) Supplies | 1.57                   |
| Whited, Mary Kay           | (211) Mileage  | 8.00                   |
| Yoder, Ethel               | (211) Mileage  | 18.80                  |
| [B] SUBTOTAL BILLS ALLOWED |                | \$9,420.18             |
|                            |                | [A+B] TOTAL\$10,004.53 |

James A. Lefler

William L. Downard

Agnes C. Daugherty

Rev. J. R. Ackerman

Frank Dwyer





LIBRARY BOND & REDEMPTION FUND

|    |                                           | 1                                          | 2                                       | 3                 | 4                   |
|----|-------------------------------------------|--------------------------------------------|-----------------------------------------|-------------------|---------------------|
|    | Bond Money                                | Cert. of Bal.<br>(Explanation of<br>Money) | Repayment<br>of<br>\$120,000.00<br>Bond | Auditors<br>Check | Amount<br>Deposited |
| 1  | June 23rd, 1980                           |                                            |                                         |                   |                     |
| 2  | Received from the Auditor                 |                                            |                                         |                   |                     |
| 3  | General Property                          | 15,310.48                                  |                                         |                   |                     |
| 4  | License Excise Tax                        | 2,472.93                                   |                                         |                   |                     |
| 5  | Bank Bldg. & Loan                         | 219.59                                     |                                         | 18,003.00         |                     |
| 6  | Total Amount                              | 18,003.00                                  |                                         |                   | 18,003.00           |
| 7  | Dec. 4th, 1980                            |                                            |                                         |                   |                     |
| 8  | Received from Auditor - Advance Draw      |                                            |                                         | 5,800.00          | 5,800.00            |
| 9  | General Property                          | 13,256.09                                  |                                         |                   |                     |
| 10 | License Excise Tax                        | 1,752.76                                   |                                         |                   |                     |
| 11 | Bank Bldg. & Loan                         | 240.62                                     |                                         |                   |                     |
| 12 | Total Amount                              | 15,249.47                                  |                                         | 9,449.47          | 9,449.47            |
| 13 | June 27th, 1980 Paid DeMotte State Bank   |                                            | 10,231.92                               |                   | -10,231.92          |
| 14 | Dec. 23rd, 1980 Paid DeMotte State Bank   |                                            | 13,611.25                               |                   | -13,611.25          |
| 15 | June 27th, 1981                           |                                            |                                         |                   |                     |
| 16 | Received from Auditor                     |                                            |                                         |                   |                     |
| 17 | General Property                          | 8,963.87                                   |                                         |                   |                     |
| 18 | License Excise                            | 1,354.76                                   |                                         |                   |                     |
| 19 | Bank Bldg. & Loan                         | 129.43                                     |                                         |                   |                     |
| 20 | Total Amount                              | 10,448.06                                  |                                         | 10,448.06         | 10,448.06           |
| 21 | June 29th, 1981 Paid DeMotte State Bank   |                                            | 3,311.25                                |                   | -3,311.25           |
| 22 | Interest Received from 120,000 Investment |                                            |                                         |                   | 902.82              |
| 23 | June 30th, 1981 - Balance of Bond Account |                                            |                                         |                   | 17,448.93           |
| 24 |                                           |                                            |                                         |                   |                     |
| 25 |                                           |                                            |                                         |                   |                     |
| 26 |                                           |                                            |                                         |                   |                     |
| 27 |                                           |                                            |                                         |                   |                     |
| 28 |                                           |                                            |                                         |                   |                     |
| 29 |                                           |                                            |                                         |                   |                     |
| 30 |                                           |                                            |                                         |                   |                     |
| 31 |                                           |                                            |                                         |                   |                     |
| 32 |                                           |                                            |                                         |                   |                     |
| 33 |                                           |                                            |                                         |                   |                     |
| 34 |                                           |                                            |                                         |                   |                     |
| 35 |                                           |                                            |                                         |                   |                     |
| 36 |                                           |                                            |                                         |                   |                     |
| 37 |                                           |                                            |                                         |                   |                     |
| 38 |                                           |                                            |                                         |                   |                     |
| 39 |                                           |                                            |                                         |                   |                     |
| 40 |                                           |                                            |                                         |                   |                     |

AGENDA.....August 10, 1981

1. Minutes
2. Bills to be Allowed
3. Monthly Report
4. System Business
  - 4.1 Health Insurance
  - 4.2 Microcomputer Course
  - 4.3 NIALSA
  - 4.4 Budget
  - 4.5 Equipment Policy
  - 4.6 Small Libraries Division Meeting
  - 4.7 Safety Deposit Box
  - 4.8 Investments
5. DeMotte Business
  - 5.1 Hours
  - 5.2 Women Aglow
  - 5.3 Shelving Problems
6. Wheatfield Business
  - 6.1 Roof
  - 6.2 Wiring
7. Rensselaer Business
  - 7.1 Remodeling
  - 7.2 Armed Services Testing



Minutes.....July 13, 1981

The regular meeting of the Jasper County Public Library board was held at 7:30 pm at the Rensselaer Headquarters. Present at the meeting were William Downard, president; Lynn Daughtery, vice-president; James Lefler, treasurer; Frank Wright, secretary; Father Joseph Ackerman; and also present was Cathy Rodeffer, director.

Minutes were read. After a short discussion J. Lefler moved to approve the minutes. Father Ackerman seconded. The motion carried.

Bills to be allowed were presented. L. Daughtery moved to approve the bills. F. Wright seconded. The motion passed.

#### System business

Budget proposal was presented by the Budget Committee Chairman Lefler. Following a lengthy discussion, J. Lefler moved that the board approve the 1982 budget proposal. L. Daughtery seconded. The motion passed.

#### Policy

C. Rodeffer asked the board about updating the equipment loan policy. President Downard directed Ms. Rodeffer to rewrite the policy and present the updated version at the next board meeting.

#### Lost and paid books

C. Rodeffer requested that the board establish a policy on lost and paid books. The suggestion was made to set a time limit of one year for refunding money on lost and paid materials. Receipts are to be given at the time of payment and presented if a refund is necessary.

#### Rensselaer business

Fine policy report was presented. It stated that under the present fine system library materials were being returned sooner than under the old policy. Less time is being spent on notification of patrons with overdue materials.

Oral history project -- C. Rodeffer informed the board that Ethel Yoder had organized an oral history committee with a representative from Wheatfield and DeMotte. Mrs. Yoder has done preliminary research, compiled a list of questions and is now ready to begin interviewing.

Hours -- The board discussed the possibility of opening the Rensselaer Headquarters one additional night during the summer. L. Daughtery moved that Rensselaer open one additional night. Father Ackerman seconded. The motion passed.

### Wheatfield business

Roof -- C. Rodeffer reported that the roofing had been completed by Don's Construction with some minor problems. J. Lefler reported that he checked the roof and has attempted unsuccessfully to reach Mr. Babcock to discuss completion of the work. L. Daughtery volunteered to contact Mr. Babcock.

Insurance -- C. Rodeffer reported that Mr. Smith of Consolidated Insurance stated that the library could add insurance of the Wheatfield building to the existing policy after approval of the owners of the building. President Downard directed Ms. Rodeffer to obtain more information on the specific type of coverage costs involved. L. Daughtery suggested that the board should obtain more information on insurance for frivolous claims. President Downard called for a review of coverage to be conducted every three years.

Church building -- Father Ackerman reported the availability of a church building in Wheatfield. The community wished to move the building next to the Wheatfield Library to be utilized as a museum or library expansion. Approval must be given by the library board to join the library by a causway. Approval must also be given by Wheatfield town board and Kankakee Valley School Board before action may be taken.

### DeMotte business

Friends of the DeMotte Library requested the use of the library for a jogging clinic. They also requested waiving the rental fee. All agreed that the Friends should not be charged.

A letter from Rev. Duane Long of the Eye of the Faith Ministries, Inc. of Hammond, Indiana was presented requesting use of the DeMotte Library for church services. L. Daughtery moved that the request be denied based on the current policy. It does not include permanent rental of the facilities. J. Lefler seconded. Motion carried with Father Ackerman abstaining.

Basement -- Water problems of the DeMotte Library were discussed. Father Ackerman volunteered to locate blueprints before further action is taken.

### Investments

C. Rodeffer requested permission to invest \$17,000 of the Bond and Interest Redemption Fund. Father Ackerman moved and J. Lefler seconded the motion. The motion passed.

The meeting adjourned at 9:50 pm.

BILLS TO BE ALLOWED.....August 10, 1981

OPERATING FUND

UTILITIES

|                               |       |                        |               |
|-------------------------------|-------|------------------------|---------------|
| City of Rensselaer            | (22)  | Rensselaer             | \$246.16      |
| NIPSCO                        | (22)  | DeMotte                | 198.28        |
| NIPSCO                        | (22)  | Wheatfield             | 56.40         |
| Northwestern Indiana Tel. Co. | (213) | DeMotte                | 24.19         |
| United Telephone Co.          | (213) | Rensselaer             | 114.16        |
| United Telephone Co.          | (213) | Wheatfield             | 28.34         |
|                               |       | [A] SUBTOTAL UTILITIES | <u>667.53</u> |

BILLS ALLOWED

|                               |       |                            |         |
|-------------------------------|-------|----------------------------|---------|
| A. E. Boyce                   | (321) | Supplies                   | \$92.76 |
| Ace Hardware                  | (321) | Supplies                   | 2.69    |
| American Econo-Clad Services  | (73)  | Books                      | 56.02   |
| Baker & Taylor Co.            | (73)  | Books                      | 650.91  |
| Brodart                       | (321) | Supplies                   | 354.71  |
| Campbell Printing Co.         | (232) | Supplies                   | 3.35    |
| Demco                         | (321) | Supplies                   | 34.31   |
| DeMotte Hardware              | (321) | Supplies                   | 20.12   |
| DeMotte Office Supply         | (321) | Supplies                   | 10.95   |
| DeYoung Plumbing & Heating    | (251) | Air Conditioner Services   | 22.50   |
| Don's Construction            | (241) | Wheatfield Roof            | 672.00  |
| Fase's Gas and Appliance      | (241) | Wheatfield Air Conditioner | 145.00  |
| Great Lakes Copy Supply       | (321) | Supplies                   | 44.65   |
| Hansen, Brad                  | (14)  | Yard Maintenance           | 20.00   |
| Harvey's                      | (321) | Supplies                   | 9.96    |
| Heritage Office Products      | (321) | Supplies                   | 14.09   |
| Ingram                        | (73)  | Books                      | 379.45  |
| Johnson's Trash Removal       | (252) | DeMotte Trash Removal      | 7.00    |
| Oryx Press                    | (73)  | Books                      | 99.10   |
| Postmaster                    | (212) | Postage                    | 100.00  |
| R & A Leasing                 | (253) | Copy Machine               | 158.49  |
| R W Pool Co., Inc.            | (321) | Supplies                   | 79.80   |
| Rensselaer Readmore           | (73)  | Newspaper Subscriptions    | 70.50   |
| Ribordy Drugs                 | (321) | Supplies                   | 10.12   |
| Rodeffer, Catherine           | (211) | Mileage                    | 48.80   |
| Rodeffer, Catherine           |       | Petty Cash - DeMotte       | 6.47    |
| Rodeffer, Catherine           |       | Petty Cash - Rensselaer    | 16.99   |
| Rodeffer, Catherine           |       | Petty Cash - Wheatfield    | 15.00   |
| Sears                         | (252) | Service Contract           | 25.95   |
| Sterling Publishing Co., Inc. | (73)  | Books                      | 246.17  |
| Whited, Mary Kay              | (211) | Mileage                    | 13.60   |
| Yoder, Ethel                  | (211) | Mileage                    | 33.40   |

[B] SUBTOTAL BILLS ALLOWED \$3,464.86

[A+B] TOTAL 4,132.39





## JASPER COUNTY PUBLIC LIBRARY

North Van Rensselaer Street

Rensselaer, Indiana 47978

|    |   | MONTH                             | June 1981     |            |              |               |
|----|---|-----------------------------------|---------------|------------|--------------|---------------|
|    |   |                                   | Beginning     | Spent this | Ending Spent | Ending        |
|    |   | Operating                         | Appropriation | month      | to date      | Appropriation |
| 1  |   | Librarian                         | 14,500.00     | 1166.66    | 4708.30      | 9791.70       |
| 2  |   | Assistants                        | 69,800.00     | 5077.26    | 29349.18     | 40450.82      |
| 3  |   | Other Compensation                | 500.00        | 60.30      | 301.50       | 198.50        |
| 4  |   | Communication & Transportation    | 5,850.00      | 596.67     | 2551.36      | 3298.64       |
| 5  |   | Heat, Light, Water                | 7,500.00      | 202.41     | 3127.95      | 4372.05       |
| 6  |   | Printing & Advertising            | 700.00        | 42.60      | 59.36        | 640.64        |
| 7  |   | Repairs                           | 4,500.00      | 568.84     | 1153.55      | 3346.45       |
| 8  |   | Services Contractual              | 11,900.00     | 1136.49    | 4661.49      | 7238.51       |
| 9  |   | Office Supplies                   | 900.00        |            | 6.25         | 893.75        |
| 10 |   | Lib. & Janitorial Supplies        | 4,000.00      | 287.38     | 2186.90      | 1813.10       |
| 11 |   | Insurance & Bonds                 | 4,300.00      |            | 4056.00      | 244.00        |
| 12 |   | Increase Appropriation            | 711.00        |            |              | 711.00        |
| 13 |   | Dues                              | 250.00        |            | 165.00       | 85.00         |
| 14 |   | OASI-Public Emp. Ret.             | 5,300.00      | 598.91     | 2736.38      | 2563.62       |
| 15 |   | Transfer to Lib. Impr. Reserve    | 4,600.00      |            |              | 4600.00       |
| 16 |   | Equipment                         | 3,200.00      | 100.00     | 100.00       | 3100.00       |
| 17 |   | Books                             | 35,000.00     | 1054.26    | 8557.98      | 26442.02      |
| 18 |   |                                   | 173,511.00    | 10,891.78  | 63,721.20    | 109,789.80    |
| 19 |   |                                   |               |            |              |               |
| 20 |   | Beginning Balance of All Funds    |               | 57,330.26  |              |               |
| 21 |   | Deposits- Fines & Rentals         |               | 212.55     |              |               |
| 22 |   | Cards                             |               | 27.50      |              |               |
| 23 |   | Total of all funds                |               | 57,570.31  |              |               |
| 24 |   | Less Expenses                     |               | -10,891.78 |              |               |
| 25 |   | Less Bond Payment                 |               | -3311.25   | -3311.25     |               |
| 26 |   | Plus Operating Money from Auditor |               | 61,553.67  |              |               |
| 27 |   | Plus Bond Money from Auditor      |               | 10448.06   |              |               |
| 28 |   | Total of all funds                |               | 115,369.01 |              |               |
| 29 | * | Operating Fund- ck.account        | 50,936.14     |            |              |               |
| 30 | * | Rens. Gift Fund -ck.account       | 35.00         |            |              |               |
| 31 | * | Bond Account-ck.account           | 17,448.93     |            |              |               |
| 32 | * | Cert. of Deposit-LIRF CD          | 10,000.00     |            |              |               |
| 33 |   | <u>Savings Account</u>            |               |            |              |               |
| 33 |   | Operating in Savings              | 27,857.72     |            |              |               |
| 34 | * | Rens. Gift in Savings             | 5,044.82      |            |              |               |
| 35 | * | Wheatfield Gift in Savings        | 539.58        |            |              |               |
| 36 | * | DeMotte Gift in Savings           | 165.28        |            |              |               |
| 37 | * | LIRF in Savings                   | 2,590.21      |            |              |               |
| 38 | * | LIRF Interest in Savings          | 751.33        |            |              |               |
| 39 |   | Total of all Funds *              | 115,369.01    |            |              |               |
| 40 |   |                                   |               |            |              |               |



JASPER COUNTY PUBLIC LIBRARY  
MONTHLY REPORT

JULY 19 81

| 1. INTERLIBRARY LOANS          | RENSSELAER | DEMOTTE | WHEATFIELD |
|--------------------------------|------------|---------|------------|
| a. Provided to other libraries | 1          |         |            |
| b. Received                    | 32         | 44      | 4          |
| c. No. of transactions         | 45         | 53      |            |
| d. Films                       | 72         |         |            |
| No. of films                   | 1589       |         |            |
| No. of viewers                 |            |         |            |
| 2. REGISTRATION                |            |         |            |
| a. Borrowers added             | 21C<br>54  | 39      | 21         |
| b. Total registered            | 2,576      |         |            |
| 3. REFERENCE QUESTIONS         |            |         |            |
| a. Telephone                   | 40         | 45      | 29         |
| b. In person                   | 38         | 30      | 22         |
|                                |            |         |            |
|                                |            |         |            |

|                                   | RENSSELAER |         |             |              | DEMOTTE |         |             |              | WHEATFIELD |         |             |              |
|-----------------------------------|------------|---------|-------------|--------------|---------|---------|-------------|--------------|------------|---------|-------------|--------------|
|                                   | # added    | # owned | # withdrawn | # circulated | # added | # owned | # withdrawn | # circulated | # added    | # owned | # withdrawn | # circulated |
| ADULT BOOKS                       |            |         |             |              |         |         |             |              |            |         |             |              |
| Fiction                           | 44         |         | 2           | 1003         | 15      |         |             | 541          | 7          |         |             | 396          |
| Non-fiction                       | 73         |         | 1           | 767          | 13      |         |             | 317          | 10         |         |             | 559          |
| CHILDREN'S BOOKS                  |            |         |             |              |         |         |             |              |            |         |             |              |
| Fiction                           | 12         |         |             | 1068         | 2       |         |             | 1290         |            |         |             | 314          |
| Non-fiction                       | 20         |         |             | 401          | 2       |         |             | 417          |            |         |             | 20           |
| PAMPHLETS                         | 138        |         | 7           | 20           | 77      |         |             | 3            |            |         |             |              |
| MAPS, PICTURES,<br>PHOTOS, PRINTS |            |         |             |              |         |         |             |              |            |         |             |              |
| MICROFILM                         |            |         |             |              |         |         |             |              |            |         |             |              |
| FILMSTRIPS                        |            |         |             | 7            |         |         |             |              |            |         |             |              |
| ADULT MAGAZINES                   |            |         |             | 174          |         |         |             | 194          |            |         |             | 156          |
| CHILDREN'S MAGAZINES              |            |         |             | 22           |         |         |             |              |            |         |             |              |
| SOUND RECORDINGS                  |            |         |             | 121          |         |         |             | 102          |            |         |             | 122          |
| MCNAUGHTON                        |            |         |             |              |         |         |             |              |            |         |             |              |
| PAPERBACKS                        |            |         |             | 675          |         |         |             | 409          |            |         |             | 2482         |
| TOTALS                            | 287        |         | 10          | 4258         | 109     |         |             | 3273         | 18         |         |             | 5646         |





## JASPER COUNTY PUBLIC LIBRARY

North Van Ren. Street  
Rensselaer, Indiana 47978

| 1               |                                       |               |             |           |               |
|-----------------|---------------------------------------|---------------|-------------|-----------|---------------|
| 2               |                                       |               |             |           |               |
| 3               |                                       |               |             |           |               |
| 4               |                                       |               |             |           |               |
| MONTH July 1981 |                                       |               |             |           |               |
|                 |                                       | Beginning     | Spent this  | Spent to  | Ending        |
| Operating       |                                       | Appropriation | Month       | Date      | Appropriation |
| 1               | Librarian                             | 14,500.00     | 1,166.66    | 5,874.96  | 8,625.04      |
| 2               | Assistants                            | 69,800.00     | 5,041.54    | 34,390.72 | 35,409.28     |
| 3               | Other Compensation                    | 500.00        | 107.20      | 408.70    | 91.30         |
| 4               | Communication & Transportation        | 5,850.00      | 585.42      | 3,136.78  | 2,713.22      |
| 5               | Heat, Light, Water                    | 7,500.00      | 315.51      | 3,443.46  | 4,056.54      |
| 6               | Printing & Advertising                | 700.00        |             | 59.36     | 640.64        |
| 7               | Repairs                               | 4,500.00      | 672.00      | 1,825.55  | 2,674.45      |
| 8               | Services Contractual                  | 11,900.00     | 1,281.30    | 5,942.79  | 5,957.21      |
| 9               | Office Supplies                       | 900.00        |             | 6.25      | 893.75        |
| 10              | Lib. & Janitorial Supplies            | 4,000.00      | 1,221.72    | 3,408.62  | 591.38        |
| 11              | Insurance & Bonds                     | 4,300.00      |             | 4,056.00  | 244.00        |
| 12              | Increase Appropriation                | 711.00        |             |           | 711.00        |
| 13              | Dues                                  | 250.00        |             | 165.00    | 85.00         |
| 14              | OASI-Public Emp. Ret.                 | 5,300.00      | 420.01      | 3,156.39  | 2,143.61      |
| 15              | Transfer to Lib. Impro. Reserve       | 4,600.00      |             |           | 4,600.00      |
| 16              | Equipment                             | 3,200.00      |             | 100.00    | 3,100.00      |
|                 | Books                                 | 35,000.00     | 6,131.58    | 14,689.56 | 20,310.44     |
| 18              |                                       | 173,511.00    | 16,942.94   | 80,664.14 | 92,846.86     |
| 19              | Beginning Balance of All Funds        |               | 115,369.01  |           |               |
| 20              | Deposits - Auditor-State Distribution |               | 3,143.06    |           |               |
| 21              | Copy Machine                          |               | 89.35       |           |               |
| 22              | Fines & Rentals                       |               | 136.10      |           |               |
| 23              | Cards                                 |               | 24.50       |           |               |
| 24              | Rensselaer Gift Fund                  |               | 40.00       |           |               |
| 25              | Total of all Funds                    |               | 118,802.02  |           |               |
| 26              | Less this month expenses              |               | - 16,942.94 |           |               |
| 27              | Less Rens. Gift Fund                  |               | - 449.00    |           |               |
| 28              | Ending Balance of all Funds           |               | 110,410.08  |           |               |
| 29              | Operating Fund - ck. account          | 27,386.21     |             |           |               |
| 30              | Rens. Gift Fund - ck. account         | - 374.00      |             |           |               |
|                 | Bond Account - ck. account            | 448.93        |             |           |               |
| 31              | Cert. of Deposit-LIRF money           | 10,000.00     |             |           |               |
| 32              | Cert. of Deposit-operating money      | 10,000.00     |             |           |               |
|                 | Cert. of Deposit-Bond money           | 17,000.00     |             |           |               |
| 33              | Savings Account                       |               |             |           |               |
| 34              | Operating Money in savings            | 27,857.72     |             |           |               |
| 35              | Rens. Gift Fund in savings            | 5,044.82      |             |           |               |
|                 | Wheatfield Gift in savings            | 539.58        |             |           |               |
|                 | DeMotte Gift in savings               | 165.28        |             |           |               |
| 37              | LIRF money in savings                 | 2,590.21      |             |           |               |
|                 | LIRF Interest in savings              | 751.33        |             |           |               |
| 38              | Total of all funds                    | 110,410.08    |             |           |               |



Agenda .....September 8, 1981

1. Minutes
2. Bills to be allowed
3. Monthly Report
4. System business
  - 4.1 Policy revisions
  - 4.2 Law letter
  - 4.3 Insurance status report
5. Rensselaer business
  - 5.1 Remodeling
  - 5.2 Electrical problem
  - 5.3 Cheryl Witty-resignation
  - 5.4 Emma Osterfeld-leave of absence
6. Wheatfield business
  - 6.1 Student workers
7. DeMotte business
  - 7.1 Brownie troops
  - 7.2 Student workers

Minutes.....August 10, 1981

Minutes of the regular meeting of the Jasper County Public Library Board, August 10, 1981, 7:30 p.m., at the Rensselaer Headquarters.

In attendance: trustees William Downard, president; Lynn Daugherty, vice-president; Franklin Wright, secretary; James Lefler, treasurer; Barbara Gribble; and Cathy Rodeffer, director.

Staff group insurance -- Ms. Melinda Smith of Horace Mann Insurance gave a brief presentation on potential group insurance plans for members of the staff. She outlined a basic plan, but others are available. The question is whether our group is large enough. If NIALSA or others would join us, the group might qualify. Ms. Rodeffer and Ms. Smith will be in contact to pursue the matter of eligibility. In any case, financial commitment by the Board is optional, as is the level of funding.

Minutes of July 13, 1981, meeting -- L. Daugherty moved acceptance of the minutes, F. Wright seconded, and the motion passed.

Bills to be allowed -- After brief discussion, F. Wright moved, and L. Daugherty seconded a motion to approve the bills to be allowed. Motion passed.

Monthly report -- Following discussion of book purchases, circulation, and the financial report, the Board received the report. Also, Ms. Rodeffer was authorized to invest \$10,000 in a money market certificate with the State Bank of Rensselaer. J. Lefler moved to purchase a money market certificate, L. Daugherty seconded, and the motion passed.

#### System Business

NIALSA -- Ms. Rodeffer has been slated as Director-at-large on the NIALSA executive board

Budget -- The dates of the Budget hearings were presented and accepted. In addition to the preliminary meeting (August 10) and the 1st and 2nd publications (August 13 and 20), the Board set the 1st public hearing for August 31 and the budget adoption for September 8. The Budget will be submitted to the auditor on September 10.

Equipment policy -- Ms. Rodeffer presented a comprehensive policy for loaning of A-V materials. After brief discussion, L. Daugherty moved, B. Gribble seconded, and the Board passes the proposal.

Attendance at professional meetings -- The Board encouraged Ms. Rodeffer to attend two upcoming meetings, the small libraries division meeting in Bloomington and the Indiana Library Association meeting at French Lick in November. The Board will fund Ms. Rodeffer's attendance on the basis of reasonable expenses (including travel, lodging and meals). A motion approving such funding was made by L. Daugherty, seconded by F. Wright, and passed by the Board.

Safe Deposit box -- Ms. Rodeffer's name will be added to those authorized to use the safe deposit box at the State Bank. Motion by L. Daugherty, seconded by B. Gribble, and passed by the Board.

Check authorization signing -- As of September 1, the Treasurer will be permitted to be the sole signer of checks. Mr. Lefler will be thus authorized and continue in that capacity until at least January, 1982. The Board discussed the possibility of Ms. Rodeffer (Librarian) being made Treasurer and sole signer, but the decision will be made in January. As a way of protecting the Treasurer and Board, two proposals followed:

- J. Lefler suggested that a list of checks, in order of the writing, be presented to the Board, as a way of "checking" pay-outs, etc.
- F. Wright suggested that the Board conduct its own audit (probably annually) of checks versus bills to be allowed, etc.

#### DeMotte Business

Hours -- J. Lefler moved and L. Daugherty seconded a motion to extend the library hours on Wednesday and Saturday. The library would open at 9:00 a.m. Wednesday and stay open until 3:00 p.m. on Saturday. Community members asked for the extension, and Mary Kay Whited (Librarian) assured that the move could be made without additional salary time. Motion passed.

Women Aglow -- The group requested use of the library facilities on Wednesday mornings. A motion was made to approve such use for the remainder of the year when a review would be made. B. Gribble moved, L. Daugherty seconded, and motion passed.

#### Wheatfield Business

Roof -- Ms. Rodeffer reported that the roof has been repaired, but the wiring for the light switch problem persists. Ms. Rodeffer was encouraged to continue working of the switch problem.

#### Rensselaer Business

Remodeling -- J. Lefler reported that his subcommittee (Lefler, C. Challis, and C. Rodeffer) has met. The suggestion is to pursue plastering, painting, refinishing woodwork, fix electrical service and lighting, and carpeting. After discussion, the Board approved a motion authorizing J. Lefler to advertise for bids for plastering and painting, woodwork refinishing, and electrical concerns. F. Wright moved and L. Daugherty seconded. Carpeting will be considered afterward when an assessment of finances will be a factor. At present the Library Improvement Reserve Fund (LIRF) is about \$18,000 and should permit a good portion of the work to be done.

Armed Services Testing -- An armed services group requested use of the library to conduct testing. The Board discussed the proposal and decided against authorization because of the open-ended time period and the concern about use of library space already committed.

Adjournment -- The meeting was adjourned at 9:20 by unanimous vote.



JASPER COUNTY PUBLIC LIBRARY  
MONTHLY REPORT

August 19 81

| 1. INTERLIBRARY LOANS          | RENSSELAER   | DECATUR |    |
|--------------------------------|--------------|---------|----|
| a. Provided to other libraries |              |         |    |
| b. received                    | 26           | 30      | 0  |
| c. No. of transactions         | 29           | 32      | 0  |
| d. Film                        |              |         |    |
| No. of films                   | 56           |         |    |
| No. of viewers                 | 999          |         |    |
| 2. REGISTRATION                |              |         |    |
| a. borrowers added             | 29<br>16 Co. | 52      | 32 |
| b. total registered            | 2,705        |         |    |
| 3. READER SERVICE QUESTIONS    |              |         |    |
| a. telephone                   | 22           | 70      | 45 |
| b. in person                   | 30           | 70      | 49 |

|                                   | RENSSELAER |         |             |              | DENOTTE |         |             |              | WILATFIELD |         |             |              |
|-----------------------------------|------------|---------|-------------|--------------|---------|---------|-------------|--------------|------------|---------|-------------|--------------|
|                                   | # added    | # owned | # withdrawn | # circulated | # added | # owned | # withdrawn | # circulated | # added    | # owned | # withdrawn | # circulated |
| ADULT BOOKS                       | 112Mc      |         |             |              |         |         |             |              |            |         |             |              |
| Fiction                           | 42         |         | 2           | 804          | 38      |         |             | 422          | 9          |         |             | 477          |
| CHILDREN'S BOOKS                  | 42M        |         |             |              |         |         |             |              |            |         |             |              |
| Fiction                           | 50         |         | 8           | 575          | 30      |         |             | 295          | 8          |         |             | 496          |
| ADULT BOOKS                       |            |         |             |              |         |         |             |              |            |         |             |              |
| Fiction                           | 2          |         | 9           | 690          | 15      |         |             | 925          | 1          |         |             | 1322         |
| Non-Fiction                       | 8          |         | 17          | 241          | 2       |         |             | 258          | 17         |         |             | 109          |
| PACQUETS                          | 91         |         | 1           | 43           |         |         |             | 8            |            |         |             |              |
| MAPS, PICTURES,<br>PHOTOS, PRINTS |            |         |             |              |         |         |             |              |            |         |             |              |
| RECORDS                           |            |         |             |              |         |         |             |              |            |         |             |              |
| RECORDS                           |            |         |             |              |         |         |             |              |            |         |             |              |
| MAGAZINES                         |            |         |             | 117          |         |         |             | 143          |            |         |             | 172          |
| CHILDREN'S MAGAZINES              |            |         |             | 16           |         |         |             |              |            |         |             |              |
| RECORD RECORDINGS                 |            |         | 2           | 98           |         |         |             | 78           |            |         |             | 172          |
| RECORDS                           |            |         |             |              |         |         |             |              |            |         |             |              |
| RECORDS                           |            |         |             | 542          |         |         |             | 199          |            |         |             | 2428         |
| RECORDS                           |            |         |             | 3126         |         |         |             | 2328         |            |         |             | 5566         |

BILLS TO BE ALLOWED.....September 8, 1981

OPERATING FUND

UTILITIES

|                            |       |                        |                 |
|----------------------------|-------|------------------------|-----------------|
| City of Rensselaer         | (22)  | Rensselaer             | 273.59          |
| NIPSCO                     | (22)  | DeMotte                | 241.35          |
| NIPSCO                     | (22)  | Wheatfield             | 48.62           |
| Northwestern Ind. Tel. Co. | (213) | DeMotte                | 25.02           |
| United Telephone Co.       | (213) | Rensselaer             | 131.01          |
| United Telephone Co.       | (213) | Wheatfield             | 28.34           |
|                            |       | [A] SUBTOTAL UTILITIES | <u>\$747.93</u> |

BILLS ALLOWED

|                              |                                                |                       |          |
|------------------------------|------------------------------------------------|-----------------------|----------|
| A. E. Boyce Co., Inc.        | (321)                                          | Supplies              | \$111.52 |
| American Econo Clad Services | (73)                                           | Books                 | 9.70     |
| Baker & Taylor Co.           | (73)                                           | Books                 | 146.62   |
| Brodart                      | [(73) Books - \$28.80; (241) Sysdac - \$32.00] |                       | 60.80    |
| Demco                        | (321)                                          | Supplies              | 27.01    |
| DeMotte Office Supply        | (321)                                          | Supplies              | 11.35    |
| Ebsco Subscription Ser.      | (73)                                           | Books                 | 115.24   |
| Franklin Watts, Inc.         | (73)                                           | Books                 | 409.61   |
| Great Lakes Copy Supply      | (321)                                          | Supplies              | 65.00    |
| Hansen, Brad                 | (14)                                           | Mowing - DeMotte      | 20.00    |
| Harvey's                     | (321)                                          | Supplies              | 1.35     |
| Heritage Office Products     | (321)                                          | Supplies              | 7.63     |
| Ingram                       | (73)                                           | Books                 | 524.70   |
| National Geographic Society  | (73)                                           | Books                 | 6.95     |
| Political Research Inc.      | (73)                                           | Books                 | 225.00   |
| Rensselaer Republican        | (231)                                          | Classified ads        | 5.10     |
| Ricker, Lois                 | (212)                                          | Postage               | 9.01     |
| Ricker, Lois                 | (211)                                          | Mileage               | 16.00    |
| Rodeffer, Catherine          | (211)                                          | Mileage               | 62.80    |
| Rodeffer, Catherine          |                                                | Petty Cash-DeMotte    | 10.18    |
| Rodeffer, Catherine          |                                                | Petty Cash-Rensselaer | 23.33    |
| Rodeffer, Catherine          |                                                | Petty Cash-Wheatfield | 6.85     |
| Silver Burdett Co.           | (73)                                           | Books                 | 38.48    |
| Whited, Mary Kay             | (211)                                          | Mileage               | 22.00    |

[B] SUBTOTAL BILLS ALLOWED \$1,936.23

[A + B] TOTAL \$2,684.16





45-604 EYE-EASE  
45-704 20/20 BUFF  
Made in U.S.A.

# JASPER COUNTY PUBLIC LIBRARY

North Van Ren. Street

Rensselaer, Indiana 47978

|    | MONTH                                               | AUGUST 1981             |                  |               |                      |
|----|-----------------------------------------------------|-------------------------|------------------|---------------|----------------------|
|    | Operating                                           | Beginning Appropriation | Spent this Month | Spent to Date | Ending Appropriation |
| 1  | Librarian                                           | 14,500.00               | 1,166.66         | 7,041.62      | 7,458.38             |
| 2  | Assistants                                          | 69,800.00               | 5,961.28         | 40,352.00     | 29,448.00            |
| 3  | Other Compensation                                  | 500.00                  | 134.00           | 542.70        | (- 42.70)            |
| 4  | Communication & Transportation                      | 5,850.00                | 703.51           | 3,840.29      | 2,009.71             |
| 5  | Heat, Light, Water                                  | 7,500.00                |                  | 3,443.46      | 4,056.54             |
| 6  | Printing & Advertising                              | 700.00                  | 3.35             | 62.71         | 637.29               |
| 7  | Repairs                                             | 4,500.00                | 145.00           | 1,970.55      | 2,529.45             |
| 8  | Services Contractual                                | 11,900.00               | 233.94           | 6,176.73      | 5,723.27             |
| 9  | Office Supplies                                     | 900.00                  |                  | 6.25          | 893.75               |
| 10 | Lib. & Janitorial Supplies                          | 4,000.00                | 319.45           | 3,728.07      | 271.93               |
| 11 | Insurance                                           | 4,300.00                |                  | 4,056.00      | 244.00               |
| 12 | Increase Appropriation                              | 711.00                  |                  |               | 711.00               |
| 13 | Dues                                                | 250.00                  |                  | 165.00        | 85.00                |
| 14 | OASI Division - Public Emp. Ret.                    | 5,300.00                | 434.17           | 3,590.56      | 1,709.44             |
| 15 | Transfer to Lib. Impr. Reserve                      | 4,600.00                |                  |               | 4,600.00             |
| 16 | Equipment                                           | 3,200.00                |                  | 100.00        | 3,100.00             |
| 17 | Books                                               | 35,000.00               | 1,856.86         | 16,546.42     | 18,453.58            |
| 18 |                                                     | 173,511.00              | 10,958.22        | 91,622.36     | 81,888.64            |
| 19 | Beginning Balance of All Funds                      |                         | 101,410.08       |               |                      |
| 20 | Deposits - Fines                                    |                         | 182.42           |               |                      |
| 21 | Cards                                               |                         | 30.00            |               |                      |
| 22 | Copy Machine                                        |                         | 105.45           |               |                      |
| 23 | Rens. Gift Fund                                     |                         | 10.00            |               |                      |
| 24 | Total of All Funds                                  |                         | 101,737.95       |               |                      |
| 25 | Less this Month's expenses                          |                         | - 10,958.22      |               |                      |
| 26 | * Ending Balance of All Funds                       |                         | 90,779.73        |               |                      |
| 27 | Breakdown of all Funds - Operating checking Account |                         |                  | 16,745.86     |                      |
| 28 | Rens. Gift Fund checking Account                    |                         |                  | (-364.00)     |                      |
| 29 | Bond Money in checking Account                      |                         |                  | 448.93        |                      |
| 30 | Certificate of Deposit - LIRF Money                 |                         |                  | 10,000.00     |                      |
| 31 | Certificate of Deposit - Operating Money            |                         |                  | 10,000.00     |                      |
| 32 | Certificate of Deposit - Bond Money                 |                         |                  | 17,000.00     |                      |
| 33 | Operating Money in Savings Account                  |                         |                  | 27,857.72     |                      |
| 34 | Rens. Gift Money in Savings Account                 |                         |                  | 5,044.82      |                      |
| 35 | Wheatfield Gift Money in Savings Account            |                         |                  | 539.58        |                      |
| 36 | DeMotte Gift Money in Savings Account               |                         |                  | 165.28        |                      |
| 37 | LIRF Money in Savings Account                       |                         |                  | 2,590.21      |                      |
| 38 | LIRF Interest Money in Savings Account              |                         |                  | 751.33        |                      |
| 39 | * Total Breakdown of all Funds                      |                         |                  | 90,779.73     |                      |
| 40 |                                                     |                         |                  |               |                      |



Agenda .....October 12, 1981

1. Retirement Pension Plan
2. Minutes
3. Bills to be Allowed
4. Monthly Report
5. System Business
  - 5.1 Policy Committee
  - 5.2 Budget Hearing
6. Rensselaer Business
  - 6.1 Remodeling Bids
  - 6.2 Gail Jung - new secretary
  - 6.3 Resignation of Peggy Goodman
7. Demotte Business
  - 7.1 Building Use Policy
8. Wheatfield Business
  - 8.1 Leaking Roof

Minutes.....September 8, 1981

The regular meeting of the Jasper County Public Library board was held at 7:30 pm at the Rensselaer Headquarters. Present at the meeting were William Downard, president; Frank Wright, secretary; James Lefler, treasurer; Colleen Challis; and Cathy Rodeffer, director.

A motion was made by F. Wright to adopt the proposed 1982 budget; it was seconded by J. Lefler. The motion was passed and the budget and related documents were signed.

Minutes of the August 10, 1981 meeting were read. Motion to accept the minutes was made by J. Lefler and seconded by F. Wright. The motion passed.

Bills to be allowed for August, 1981, were reviewed and questions were answered. Motion to approve these bills was made by C. Challis and seconded by F. Wright. This motion passed.

The monthly financial and operations reports were considered. Wheatfield's high circulation of softback books was discussed. The Library's financial standing is stable.

#### System Business

C. Rodeffer asked that a policy revision committee be appointed under system business. Several policies that need consideration were brought up for examples. W. Downard appointed to this committee: L. Daugherty, C. Rodeffer, M. Whited, and himself.

A form letter to be sent to borrowers holding grossly overdue books, citing law and policy regarding overdue materials, was approved by the board pending a review by W. Moriarity or another attorney.

Liability insurance is still under consideration and was discussed for further clarification.

Horace Mann Co., whose representative met the board at the last meeting, will not be able to provide health insurance coverage for a group the size of the Jasper County Library staff. Other options will be investigated.

#### Rensselaer Business

In regard to remodeling the Rensselaer facility, specifications developed by the remodeling committee, were presented. These pertain to carpeting, wall plaster repair and painting, electrical modifications, and woodwork renovation. Estimates were also discussed in terms of approximate costs. Bids will be solicited for opening at the October meeting of the board.

C. Rodeffer mentioned that an electircal circuit in her office had to be rewired. The work was done by Phil Valade Electric.

The resignation of Cheryl Witty, director's secretary, was accepted.

Emma Osterfeld's requested leave of absence was approved.



### Wheatfield Business

Kankakee Valley High School students continue to work at the Wheatfield and DeMotte libraries, continued from the summer as library helpers.

### DeMotte Business

The request by a DeMotte girl scout troop to use the DeMotte Library basement for meetings was approved.

A request by a DeMotte church group to use the library basement for Bible classes was also considered. This request and others like it were discussed. Approval of the request was withheld until an appropriate policy for use of library facilities by sectarian or such special interest groups is formulated.

The list of additions to the library holdings was reviewed.

The meeting was adjourned around 9:00 pm.

BILLS TO BE ALLOWED .....October 12, 1981

OPERATING FUND

UTILITIES

|                               |       |            |              |
|-------------------------------|-------|------------|--------------|
| City of Rensselaer            | (22)  | Rensselaer | \$ 217.51    |
| NIPSCO                        | (22)  | Demotte    | 170.91       |
| NIPSCO                        | (22)  | Wheatfield | 38.31        |
| Northwestern Indiana Tel. Co. | (213) | Demotte    | 28.60        |
| United Telephone Co.          | (213) | Rensselaer | 107.07       |
| United Telephone Co.          | (213) | Wheatfield | 28.34        |
|                               |       |            | <hr/> 590.74 |

BILLS ALLOWED

|                                              |       |                                                            |           |
|----------------------------------------------|-------|------------------------------------------------------------|-----------|
| Academic American Encyclopedia               | (73)  | Books                                                      | \$ 437.46 |
| A.E. Boyce Co.,                              | (313) | Office Supplies                                            | 29.38     |
| Associated Libraries                         | (73)  | Books                                                      | 80.91     |
| B&M Sales & Service                          | (251) | Services, Contractual                                      | 23.50     |
| Baker & Taylor                               | (73)  | Books                                                      | 266.89    |
| Brodart, Inc.                                | (73)  | Books                                                      | 159.15    |
|                                              | (251) | Services, Contractual                                      | 263.65    |
| Consolidated Insurance                       | (51)  | Current charge - Insurance                                 | 128.00    |
| Demco                                        | (73)  | Book supplies                                              | 119.41    |
| Demotte Hardware                             | (313) | Supplies                                                   | 4.90      |
| DeYoung Plumbing, Heating & Air Conditioning | (251) | Services, Contractual                                      | 21.05     |
| Electrolux Corp.                             | (242) | Vacuum Hose                                                | 34.00     |
| Facts On File, Inc.                          | (73)  | Books                                                      | 299.00    |
| Gagnon, Rebecca                              | (211) | Mileage                                                    | 30.00     |
| Gaylord Bros.                                | (73)  | Supplies                                                   | 29.71     |
| Great Western Supply                         | (313) | Supplies                                                   | 304.56    |
| Grolier Educational Co.                      | (73)  | Books                                                      | 1,697.50  |
| Hansen, Brad                                 | (251) | Yard Maintenance                                           | 20.00     |
| Harvey's                                     | (313) | Supplies                                                   | 25.74     |
| Heritage Office Products                     | (321) | Supplies                                                   | 8.95      |
| Hook's                                       | (313) | Supplies                                                   | 7.35      |
| Ingram                                       | (73)  | Books                                                      | 23.87     |
| Johnson's Trash Removal                      | (252) | Demotte Trash Removal (Sept.)                              | 7.00      |
|                                              | (252) | Demotte Trash Removal ( Oct.)                              | 7.00      |
| Lafayette Journal & Courier                  | (73)  | Newspaper Subscription, annual                             | 65.00     |
| Long's Electronics                           | (313) | Supplies                                                   | 22.11     |
| Postal Instant Press                         | (232) | Printed Bookmarks (Check #2725)                            | 49.66     |
| Postmaster                                   | (212) | Postage                                                    | 100.00    |
| Quill Corp.                                  | (73)  | Supplies                                                   | 83.38     |
| R&A Leasing                                  | (253) | Copy Machine (Sept.)(Check#2732)                           | 158.49    |
|                                              | (253) | Copy Machine (Oct.)                                        | 158.49    |
| Rensselaer Electric                          | (241) | Building repairs                                           | 193.87    |
| Rensselaer Republican                        | (231) | Classified Ad                                              | 6.46      |
| Ribordy Drugs                                | (313) | Office supplies                                            | 25.18     |
| Rodeffer, Catherine A.                       | [(211 | - Mileage -\$83.20; (214) - Professional Services -\$34.68 | 117.88    |
| Rodeffer, Catherine A.                       |       | Petty Cash                                                 | 15.00     |
| Rodeffer, Catherine A.                       |       | Petty Cash                                                 | 10.00     |
| Rodeffer, Catherine A.                       |       | Petty Cash                                                 | 20.87     |

|                         |       |                            |                           |
|-------------------------|-------|----------------------------|---------------------------|
| Schultz Family Store    | (313) | Office Supplies            | 9.41                      |
| Sterling Publishing Co. | (73)  | Books                      | 15.72                     |
| Whited, Mary Kay        | (211) | Mileage                    | 22.20                     |
|                         |       | [B] SUBTOTAL BILLS ALLOWED | \$ <u>5,102.70</u>        |
|                         |       | [A+B] TOTAL                | \$ <u><u>5,693.44</u></u> |





JASPER COUNTY PUBLIC LIBRARY

North Van Rensselaer Street

Rensselaer, Indiana 47978

|    | MONTH                                    | September 1981          |                  |               |                      |
|----|------------------------------------------|-------------------------|------------------|---------------|----------------------|
|    | Operating                                | Beginning Appropriation | Spent this Month | Spent to Date | Ending Appropriation |
| 1  | Librarian                                | 14,500.00               | 1,166.66         | 8,208.28      | 6,291.72             |
| 2  | Assistants                               | 69,800.00               | 4,850.95         | 45,202.95     | 24,597.05            |
| 3  | Other Compensation                       | 500.00                  |                  | 542.70        | ( - 42.70)           |
| 4  | Communication & Transportation           | 5,850.00                | 334.54           | 4,174.83      | 1,675.17             |
| 5  | Heat, Light, Water                       | 7,500.00                | 563.46           | 4,006.92      | 3,493.08             |
| 6  | Printing & Advertising                   | 700.00                  | 5.10             | 67.81         | 632.19               |
| 7  | Repairs                                  | 14,500.00               | 32.00            | 2,002.55      | 2,497.45             |
| 8  | Services Contractual                     | 11,900.00               | 178.49           | 6,355.22      | 5,544.78             |
| 9  | Office Supplies                          | 900.00                  | 111.52           | 117.77        | 782.23               |
| 10 | Lib. & Janitorial Supplies               | 4,000.00                | 112.34           | 3,840.41      | 159.59               |
| 11 | Insurance & Bonds                        | 4,300.00                |                  | 4,056.00      | 244.00               |
| 12 | Increase Appropriation                   | 711.00                  |                  |               | 711.00               |
| 13 | Dues                                     | 250.00                  |                  | 165.00        | 85.00                |
| 14 | OASI-Public Emp. Ret.                    | 5,300.00                | 400.17           | 3,990.73      | 1,309.27             |
| 15 | Transfer to Lib. Impr. Reserve           | 4,600.00                |                  |               | 4,600.00             |
| 16 | Equipment                                | 3,200.00                |                  | 100.00        | 3,100.00             |
|    | Books                                    | 35,000.00               | 1,505.10         | 18,051.52     | 16,948.48            |
| 18 |                                          | 173,511.00              | 9,260.33         | 100,882.69    | 72,628.31            |
| 19 | Beginning Balance of all Funds           |                         | 90,779.73        |               |                      |
| 20 | Deposits - Copy Machine                  |                         | 131.42           |               |                      |
| 21 | Fines & Rentals                          |                         | 192.05           |               |                      |
| 22 | Cards                                    |                         | 70.00            |               |                      |
| 23 | Refunds - Smith Office Supply            |                         | 18.65            |               |                      |
| 24 | Rensselaer Gift Fund                     |                         | 123.91           |               |                      |
| 25 | Total of all funds                       |                         | 91,315.76        |               |                      |
| 26 | Less Expenses                            |                         | -9,260.33        |               |                      |
| 27 | Ending Balance of all funds              |                         | 82,055.43        |               |                      |
| 28 | Breakdown of all funds:                  |                         |                  |               |                      |
| 29 | Operating Fund - checking account        |                         |                  | 7,897.65      |                      |
| 30 | Rensselaer Gift Fund - checking account  |                         |                  | -240.09       |                      |
| 31 | Bond Money in checking account           |                         |                  | 448.93        |                      |
| 32 | LIRF - Certificate of Deposit            |                         |                  | 10,000.00     |                      |
| 33 | Operating Money - Certificate of Deposit |                         |                  | 10,000.00     |                      |
| 34 | Bond Money - Certificate of Deposit      |                         |                  | 17,000.00     |                      |
| 35 | Savings Book:                            |                         |                  |               |                      |
| 36 | Operating money in Savings account       |                         |                  | 27,857.72     |                      |
| 37 | Rens. Gift Fund money in Savings account |                         |                  | 5,044.82      |                      |
| 38 | Wheatfield Gift money in Savings account |                         |                  | 539.58        |                      |
| 39 | DeMotte Gift money in Savings account    |                         |                  | 165.28        |                      |
| 40 | LIRF Money in Savings account            |                         |                  | 2,590.21      |                      |
|    | LIRF Interest in Savings account         |                         |                  | 751.33        |                      |
|    | Total breakdown of all funds             |                         |                  | 82,055.43     |                      |



Agenda . . . . .November 9, 1981

1. Sign Cannon's bid for remodeling project
2. Minutes
3. Bills to be allowed
4. Monthly report
5. Policy committee report
6. Rensselaer business
  - 6.1 Jan Vigeant
  - 6.2 Remodeling report
7. DeMotte business
8. Wheatfield business

MINUTES.....October 12, 1981

Minutes of the regular meeting of the Jasper County Public Library Board, October 12, 1981, 7:30 p.m. at the Rensselaer Headquarters.

In attendance: Trustees William Downard, president; Lynn Daugherty, vice-president; Franklin Wright, secretary; Barbara Gribble, Colleen Challis, and Cathy Rodeffer, director.

Staff Retirement Plan - Mr. Tom Grzesik of Horace-Mann Insurance and Mr. Rick Whited presented details on possible IRA plans that staff members might be interested in. The question for the Board is whether to authorize payroll deductions. After discussion, the Board recommended that Mrs. Rodeffer organize a staff committee to entertain proposals and make recommendations.

Minutes of September Meeting - Frank Wright moved acceptance of the minutes, Colleen Challis seconded, and the motion passed.

Bills To Be Allowed - After a brief discussion, C. Challis moved acceptance, B. Gribble seconded, and the motion passed.

Monthly Report - The financial report was discussed and especially the item of utilities for 1982. A normal increase for next year was requested in that budget line - approximately 13%. Mrs. Rodeffer checked in May with city officials to determine how much of an increase to anticipate. The problem is that the City of Rensselaer is now anticipating a 65-70% increase in natural gas rates. If so, that budget line will not support the expense. Since it is too late to build into the budget more, the Board and Director will do whatever is necessary to ease the expense.

Lynn Daugherty expressed concern that the Rensselaer branch receives a larger number of books in spite of high circulation at Demotte and especially in Wheatfield. Mrs. Rodeffer explained she is aware of the situation and has taken steps to make sure there is equitable distribution; and next year she will allot certain amounts exclusively for each library for purchases.

#### System Business

Policy Committee - The subcommittee on re-writing the Staff Policy met on October 8, 1981 and will meet again on Tuesday, October 20, 1981 at 2:00 p.m. in Rensselaer.

Budget Hearing - The hearing will be November 10, 1981 and Jim Lefler, treasurer, and Cathy Rodeffer, director, will be present.

Rensselaer Business - Gail Jung is Cathy Rodeffer's new secretary; and Peggy Rodibaugh Goodman resigned; so there is a search for another children's assistant librarian.



Remodeling Bids - were opened. Bids for various services were received from Scheurich's Painting, Walter's Plastering, Wright/Gerst for carpeting, Hoover House for carpeting, Demotte Carpet, and Frank Cannon who would act as a general contractor for carpeting, painting, plastering, wiring, and re-finishing woodwork. Lynn Daugherty moved that Frank Cannon's total bid of approximately \$16,000 for painting, plaster, carpet, wiring, and refinishing woodwork, be accepted subject to the approval of the sub-committee on construction (J.Lefler, C.Challis, and C. Rodeffer). Colleen Challis seconded the motion which was passed.

Wheatfield Business - The leaky roof needs work and Cathy Rodeffer will speak with Frank Cannon.

New Business - Barbara Gribble moved and Frank Wright seconded a motion to fund reasonable expenses for Lynn Daugherty to attend the November I.L.A. meeting at French Lick, In. The motion passed.

Meeting Adjourned

An Executive Session - followed for about 30 minutes.

BILLS TO BE ALLOWED .....November 9, 1981

OPERATING FUND

UTILITIES

|                        |       |            |           |
|------------------------|-------|------------|-----------|
| City of Rensselaer     | (22)  | Renssealer | \$ 184.05 |
| NIPSCO                 | (22)  | Demotte    | 160.29    |
| NIPSCO                 | (22)  | Wheatfield | 62.56     |
| Northwestern Telephone | (22)  | Demotte    | 17.83     |
| United Telephone       | (213) | Rensselaer | 113.06    |
| United Telephone       | (213) | Wheatfield | 28.34     |
|                        |       | [A] TOTAL  | \$ 566.13 |

BILLS ALLOWED

|                                 |                                       |                               |             |
|---------------------------------|---------------------------------------|-------------------------------|-------------|
| American Library Association    | (73)                                  | Books                         | 32.00       |
| Baker & Taylor                  | (73)                                  | Books                         | 105.83      |
| Brodart                         | [(251)-Services, Contractual-\$52.40; |                               |             |
|                                 | (321)-Supplies-\$28.48; (73)-Books-   |                               |             |
|                                 | \$12.63                               |                               | 93.51       |
| Demco                           | (73)                                  | Books                         | 68.60       |
| DeMotte Office Supply           | (321)                                 | Supplies                      | 8.11        |
| Division of Forestry            | (73)                                  | Books                         | 4.80        |
| Franklin Watts                  | (73)                                  | Books                         | 348.10      |
| Hansen, Brad                    | (251)                                 | Yard Maintenance              | 10.00       |
| Harvey's                        | (313)                                 | Supplies                      | 24.75       |
| Heritage Office Supply          | (313)                                 | Supplies                      | 29.70       |
| H.W. Wilson                     | (73)                                  | Books                         | 114.00      |
| Ingram                          | (73)                                  | Books                         | 1,064.57    |
| Jasper County Fram Bureau Corp. | (242)                                 | Building Materials            | 16.30       |
| Johnson's Trash Removal         | (251)                                 | Demotte Trash Removal-Nov.    | 7.00        |
| Jung, Gail                      | (214)                                 | Mileage                       | 9.20        |
| K.V. Electric (Demotte)         | (241)                                 | Building Repairs              | 103.41      |
| National Geographic             | (73)                                  | Books                         | 6.95        |
| R.A. Leasing                    | (251)                                 | Copy Machine rental           | 158.49      |
| Rensselaer Republican           | (73)                                  | Demotte Subscription-\$29.00; |             |
|                                 | (231)                                 | Budget Advertising-\$192.94;  |             |
|                                 | (232)                                 | Classified Ad-\$11.56         | 233.50      |
| Ricker, Lois                    | (214)                                 | Mileage                       | 15.42       |
| Rodeffer, Catherine             |                                       | Petty Cash                    | 17.74       |
| Rodeffer, Catherine             | (214)                                 | Mileage-\$56.00; Professional |             |
|                                 |                                       | Services-Meeting-\$25.00      | 81.00       |
| Sears                           | (321)                                 | Caulking Cords                | 6.98        |
| Silver Burdett                  | (73)                                  | Books                         | 38.48       |
| Walden Books                    | (73)                                  | Books                         | 25.11       |
| Whited, Mary Kay                | (214)                                 | Mileage                       | 15.20       |
| Yoder, Ethel                    | (73)                                  | Books                         | 5.69        |
|                                 |                                       | [B] SUBJTOTAL BILLS ALLOWED   | \$ 2,644.44 |
|                                 |                                       | [A+B] TOTAL                   | \$ 3,210.57 |



JASPER COUNTY PUBLIC LIBRARY  
North Van Ren. St.  
Rensselaer, Indiana 47978

MONTH October 1981

2

3

4

|    | Operating                                | Beginning<br>Appropriation | Spent this<br>Month | Spent to<br>Date | Ending<br>Appropriation |
|----|------------------------------------------|----------------------------|---------------------|------------------|-------------------------|
| 1  | Librarian                                | 14,500.00                  | 1,166.66            | 9,374.94         | 5,125.06                |
| 2  | Assistants                               | 69,800.00                  | 5,008.25            | 50,211.20        | 19,588.80               |
| 3  | Other Compensation                       | 500.00                     | 46.90               | 589.60           | - 89.60                 |
| 4  | Communication & Transportation           | 5,850.00                   | 479.96              | 4,654.79         | 1,195.21                |
| 5  | Heat, Light, Water                       | 7,500.00                   | 426.73              | 4,433.65         | 3,066.35                |
| 6  | Printing & Advertising                   | 700.00                     | 56.12               | 123.93           | 576.07                  |
| 7  | Repairs                                  | 4,500.00                   | 227.87              | 2,230.42         | 2,269.58                |
| 8  | Services Contractual                     | 11,900.00                  | 500.69              | 6,855.91         | 5,044.09                |
| 9  | Office Supplies                          | 900.00                     | 63.51               | 181.28           | 718.72                  |
| 10 | Lib. & Janitorial Supplies               | 4,000.00                   | 69.51               | 3,909.92         | 90.08                   |
| 11 | Insurance & Bonds                        | 4,300.00                   | 128.00              | 4,184.00         | 116.00                  |
| 12 | Increase Appropriation                   | 711.00                     |                     |                  | 711.00                  |
| 13 | Dues                                     | 250.00                     |                     | 165.00           | 85.00                   |
| 14 | OASI-Pub. Emp. Ret.                      | 5,300.00                   | 598.52              | 4,589.25         | 710.75                  |
| 15 | Transfer to Lib. Impr. Reserve           | 4,600.00                   |                     |                  | 4,600.00                |
| 16 | Equipment                                | 3,200.00                   |                     | 100.00           | 3,100.00                |
| 17 | Books                                    | 35,000.00                  | 3,582.46            | 21,633.98        | 13,366.02               |
| 18 |                                          | 173,511.00                 | 12,355.18           | 113,237.87       | 60,273.13               |
| 19 |                                          |                            |                     |                  |                         |
| 20 | Beginning Balance of All Funds           |                            | 82,055.43           |                  |                         |
| 21 | Deposits - Copy Machines                 |                            | 92.75               |                  |                         |
| 22 | Cards                                    |                            | 42.00               |                  |                         |
| 23 | Fines                                    |                            | 202.51              |                  |                         |
| 24 | Rens. Gift                               |                            | 5.00                |                  |                         |
| 25 | LIRF interest                            |                            | 699.73              |                  |                         |
| 26 |                                          |                            | 83,097.42           |                  |                         |
| 27 | Less Expenses                            |                            | -12,355.18          |                  |                         |
| 28 | Less County Tax                          |                            | -24.85              |                  |                         |
| 29 | Ending Balance of all Funds              |                            | 70,717.39           |                  |                         |
| 30 | Breakdown of all Funds:                  |                            |                     |                  |                         |
| 31 | Operating money in checking account      |                            |                     | 379.73           |                         |
| 32 | Rens. Gift Fund in checking account      |                            |                     | -235.09          |                         |
| 33 | Bond Money in checking account           |                            |                     | 448.93           |                         |
| 34 | LIRF Money in checking account           |                            |                     | 10,000.00        |                         |
| 35 | LIRF Interest in checking account        |                            |                     | 699.73           |                         |
| 36 | Operating money - Certificate of Deposit |                            |                     | 10,000.00        |                         |
| 37 | Bond Money - Certificate of Deposit      |                            |                     | 17,000.00        |                         |
| 38 | Reserve for County Tax                   |                            |                     | -24.85           |                         |
| 39 | Savings Book:                            |                            |                     |                  |                         |
| 40 | Operating money in savings               |                            |                     | 23,357.72        |                         |
| 41 | Rens. Gift money in savings              |                            |                     | 5,044.82         |                         |
| 42 | Wheatfield Gift money in savings         |                            |                     | 539.58           |                         |
| 43 | DeMotte Gift money in savings            |                            |                     | 165.28           |                         |
| 44 | LIRF money in savings                    |                            |                     | 2,590.21         |                         |
| 45 | LIRF interest in savings                 |                            |                     | 751.33           |                         |
| 46 |                                          |                            |                     | 70,717.39        |                         |



AGENDA.....December 14, 1981

1. Minutes of November 9, 1981 Meeting.

2. Bills to be Allowed.

3. Monthly Reports.

4. Election of Officers.

5. Remodeling.

5.1 Electrical Service

5.2 Carpeting

5.3 Painting & Plastering

6. LIRF.

7. Bond Loan.

8. Holiday Schedule.

9. Policies.

MINUTES .....NOVEMBER 9, 1981

The regular meeting of the Jasper County Public Library Board was held at 7:30 p.m. at the Rensselaer Headquarters.

Those present were trustees William Downard, president; Lynn Daugherty, vice-president; Frank Wright, secretary; Jim Lefler, treasurer; Cathy Rodeffer, director; and Mary Kay Whited, branch librarian.

An announcement was made concerning the resignation of Father Ackerman. President Downard expressed his regrets that Father Ackerman could no longer serve on the board and reported that a thank you letter will be sent.

#### BID ACCEPTANCE

Upon recommendation of the remodeling committee, the bid for carpeting, plastering, painting, electric service, and woodwork refinishing by Mr. Frank Cannon, Cannon Construction, in the amount of \$14,334.79 was accepted and signed by William Downard, president, and Frank Wright, secretary.

#### MINUTES OF OCTOBER 12, 1981 MEETING

Minutes of the October 12th meeting were read. Lynn Daugherty moved that the minutes be accepted. Frank Wright seconded. Jim Lefler pointed out an error in Peggy Rodibaugh's title being Children's Librarian Assistant instead of Children's Librarian. President Downard noted the correction and called for a vote on the corrected minutes. The motion carried.

#### BILLS TO BE ALLOWED

Bills were presented. Jim Lefler moved that the bills be accepted. Lynn Daugherty seconded. The motion passed.

#### MONTHLY REPORT

Cathy Rodeffer presented the monthly report noting an over-payment of the county tax of \$24.85 to be corrected in December. She also reported that checks for certified shares and property tax replacement (\$33,029) were received. Mrs. Rodeffer suggested that \$15,000 of this money be placed in a money market certificate. The board directed Mrs. Rodeffer to make the investment.

#### CIRCULATION REPORT

The Circulation Report was presented accompanied by a graph showing circulation statistics for 1980 and 1981. It was noted that 1981 circulation was up over 1980.

J. Lefler asked about the status of reciprocal borrowing in relation to Newton County residents. Mary Kay Whited reported that Newton County residents were assessed the \$10.00 non-resident fee. Mrs. Rodeffer reported that Newton County Library at Lake Village is not a member of the state-wide reciprocal borrowing plan, therefore, its residents cannot use Jasper County facilities without paying a fee.

#### POLICY COMMITTEE

Cathy Rodeffer and Lynn Daugherty presented a report on the I.L.A. Workshop on governance. The information gathered during the workshop led C. Rodeffer and L. Daugherty to recommend that the Board re-evaluate the current policy statements. After a lengthy discussion of the board and director responsibilities and policy statements, President Downard directed that the next board meeting be spent on board self-evaluation. All members present agreed.

The Building Use Policy was tabled until all policies could be evaluated. President Wm. Downard directed Mrs. Rodeffer to handle each situation on building use until a decision is made.

#### RENSSELAER BUSINESS

Cathy Rodeffer announced that Jan Vigeant will be the temporary replacement for Emmy Osterfeld who is currently on leave of absence.

#### REMODELING

Carpet samples and paint suggestions were given. The Board approved the charcoal carpet with steel blue walls.

Mrs. Rodeffer reported that the Rensselaer library would need to close when the remodeling project began. She was directed by the Board to close the library during the last two weeks of December and other times that may be necessary before work is completed.

#### DEMOTTE BUSINESS

Mrs. Roorda asked the board if the Demotte Library could be sent duplicates of future genealogy materials received at Rensselaer. The Board agreed to duplicate those materials when possible.

Meeting adjourned at 9:20 p.m.



BILLS TO BE ALLOWED.....DECEMBER 14, 1981

UTILITIES

|                        |       |            |           |
|------------------------|-------|------------|-----------|
| City of Rensselaer     | ( 22) | Rensselaer | \$ 196.27 |
| NIPSCO                 | ( 22) | Demotte    | 187.77    |
| NIPSCO                 | ( 22) | Wheatfield | 73.54     |
| Northwestern Telephone | (213) | Demotte    | 17.17     |
| United Telephone       | (213) | Rensselaer | 113.10    |
| United Telephone       | (213) | Wheatfield | 28.54     |
|                        |       | [A] TOTAL  | \$ 616.39 |

BILLS ALLOWED

|                                  |       |                             |          |
|----------------------------------|-------|-----------------------------|----------|
| Associated Libraries, Inc.       | ( 73) | Books                       | 1,708.37 |
| Baker & Taylor                   | ( 73) | Books                       | 1,451.36 |
| Brodart, Inc.                    | ( 73) | Books-\$460.76;             | 1,808.03 |
|                                  | (251) | Services Contractual-       |          |
|                                  |       | \$1,347.32                  |          |
| Children's Press, Inc.           | ( 73) | Books                       | 643.53   |
| Consolidated Insurance           | ( 51) | Insurance-Bond              | 80.00    |
| Daugherty, Lynn                  | (214) | Mileage-\$64.40; Prof.      | 109.81   |
|                                  |       | Meeting-\$45.41             |          |
| DeHaven, Carole                  | (214) | Mileage                     | 8.00     |
| Demco                            | ( 73) | Book Supplies               | 58.97    |
| DeMotte Office Supply            | (313) | Supplies                    | 3.34     |
| DeMotte Hardware                 | (321) | Janitorial Supplies         | 14.16    |
| Directory Service Co.            | ( 73) | Books                       | 13.50    |
| Educational Enrichment Materials | ( 73) | Books-A.V.                  | 131.00   |
| Gagnon, Rebecca                  | (214) | Mileage-\$10.40;            | 24.40    |
|                                  | (321) | Supplies-\$14.00            |          |
| Great Lakes Copy Supply          | (313) | Supplies-\$109.65;          | 759.65   |
|                                  | (251) | Services Contractual-\$400. |          |
|                                  | (242) | Repairs-Equipment-\$250.    |          |
| Harvey's                         | (313) | Supplies                    | 24.25    |
| Heritage Office Supply           | (313) | Supplies                    | 26.14    |
|                                  | (722) | Office Equipment            | .        |
| Hooks                            | (313) | Supplies                    | 1.78     |
| Indiana Dept. Of Revenue         | ( 54) | Retail Merchants Cert.      | 3.50     |
| Indiana Historical Society       | ( 54) | Subscription Dues           | 15.00    |
| Ingram                           | ( 73) | Books                       | 924.16   |
| Instructor Curriculum Materials  | ( 73) | Books                       | 7.65     |
| Johnson's Trash Removal          | (251) | Demotte                     | 7.00     |
| Library Book Selection Service   | ( 73) | Books                       | 826.16   |
| Marshall Cavendish               | ( 73) | Books                       | 281.35   |
| Midwest Marketing Co.            | ( 73) | Records                     | 513.24   |
| Mitchell Manuals, Inc.           | ( 73) | Books                       | 105.00   |
| NIALSA                           | (214) | Prof. Meeting (Ck.# 2897)   | 10.00    |
| Postmaster                       | (212) | Postage                     | 200.00   |
| Quality Books                    | ( 73) | Books                       | 41.75    |
| R&A Leasing                      | (251) | Services Contractual        | 158.49   |
| Random House                     | ( 73) | Records                     | 49.90    |
| Rensselaer Republican            | (231) | Advertising                 | 10.37    |
| Ribordy's                        | (313) | Supplies                    | 3.69     |
| Ricker, Lois                     | (214) | Mileage                     | 10.18    |

BILLS TO BE ALLOWED (continued).....December 14, 1981

|                        |       |                        |             |
|------------------------|-------|------------------------|-------------|
| Rodeffer, Catherine A. | (214) | Mileage-\$65.20; Prof. | 105.65      |
|                        |       | Meeting-\$40.45.       |             |
| Rodeffer, Catherine A. | (251) | Medical Insurance      | 200.00      |
| Rodeffer, Catherine A. |       | Petty Cash-Rensselaer  | 23.67       |
| Rodeffer, Catherine A. |       | Petty Cash-Wheatfield  | 8.16        |
| Tom's Supermarket      | (321) | Janitorial Supplies    | 5.29        |
| Wall Street Journal    | ( 73) | Subscription           | 77.00       |
| Whited, Mary Kay       | (214) | Mileage                | <u>8.00</u> |

[B] TOTAL \$10,451.55

[A & B] TOTAL \$11,067.94

JASPER COUNTY PUBLIC LIBRARY  
MONTHLY REPORT

November      1981

| 1. INTERLIBRARY LOANS                                     | RENSSELAER | DEMOTTE | WHEATFIELD |
|-----------------------------------------------------------|------------|---------|------------|
| a. Provided to other libraries                            |            |         |            |
| b. Received                                               | 63         | 31      | 1          |
| c. No. of transactions                                    | 81         | 38      | 1          |
| d. Films                                                  |            |         |            |
| No. of films                                              | 8          |         |            |
| No. of viewers                                            | 1401       |         |            |
| 2. REGISTRATION                                           |            |         |            |
| a. Borrowers added                                        | 18R<br>31C | 29      | 9          |
| b. Total registered                                       |            |         |            |
| 3. REFERENCE QUESTIONS                                    |            |         |            |
| a. Telephone                                              | 66         | 125     | 37         |
| b. In person                                              | 100        | 150     | 53         |
| 4. GENEALOGY - 17 visitors<br>4 mail<br>6 microfilms used |            |         |            |



|                                   | RENSSELAER |         |             |              | DEMOTTE |         |             |              | WHEATFIELD |         |             |              |
|-----------------------------------|------------|---------|-------------|--------------|---------|---------|-------------|--------------|------------|---------|-------------|--------------|
|                                   | # added    | # owned | # withdrawn | # circulated | # added | # owned | # withdrawn | # circulated | # added    | # owned | # withdrawn | # circulated |
| ADULT BOOKS                       |            |         |             |              |         |         |             |              |            |         |             |              |
| Fiction                           | 22         |         |             | 753          | 5       |         |             | 400          | 9          |         |             | 409          |
| Non-fiction                       | 44         |         |             | 948          | 8       |         |             | 352          | 9          |         |             | 539          |
| CHILDREN'S BOOKS                  |            |         |             |              |         |         |             |              |            |         |             |              |
| Fiction                           | 28         |         | 26          | 971          | 47      |         |             | 699          | 11         |         |             | 753          |
| Non-fiction                       | 59         |         | 7           | 347          | 62      |         |             | 237          | 10         |         |             | 5            |
| PAMPHLETS                         | 13         |         |             | 131          | 341     |         |             | 92           |            |         |             |              |
| MAPS, PICTURES,<br>PHOTOS, PRINTS |            |         |             |              |         |         |             |              |            |         |             |              |
| MICROFILM                         |            |         |             |              |         |         |             |              |            |         |             |              |
| FILMSTRIPS                        |            |         |             |              |         |         |             |              |            |         |             |              |
| ADULT MAGAZINES                   |            |         |             | 204          |         |         |             | 201          |            |         |             | 136          |
| CHILDREN'S MAGAZINES              |            |         |             | 17           |         |         |             |              |            |         |             |              |
| SOUND RECORDINGS                  | 29         |         |             | 78           |         |         |             | 52           |            |         |             | 143          |
| MCNAUGHTON                        |            |         |             |              |         |         |             |              |            |         |             |              |
| PAPERBACKS                        |            |         |             | 475          |         |         |             | 278          |            |         |             | 2,629        |
| TOTALS                            |            |         |             | 3,924        |         |         |             | 2,311        |            |         |             | 5,094        |





## JASPER COUNTY PUBLIC LIBRARY

North Van Ren. Street

Rensselaer, Indiana 47978

Month NOVEMBER 1981

2

3

4

|    | Operating                             | Beginning<br>Appropriation | Spent this<br>Month           | Spent to<br>Date | Ending<br>Appropriation |
|----|---------------------------------------|----------------------------|-------------------------------|------------------|-------------------------|
| 1  | Librarian                             | 14,500.00                  | 1,166.66                      | 10,541.60        | 3,958.40                |
| 2  | Assistants                            | 69,800.00                  | 4,911.36                      | 55,122.56        | 14,677.44               |
| 3  | Other Compensation                    | 500.00                     | 93.80                         | 683.40           | -183.40                 |
| 4  | Communication & Transportation        | 5,850.00                   | 307.79                        | 4,962.58         | 887.42                  |
| 5  | Heat, Light, Water                    | 7,500.00                   | 406.90                        | 4,840.55         | 2,659.45                |
| 6  | Printing & Advertising                | 700.00                     | 204.50                        | 328.43           | 371.57                  |
| 7  | Repairs                               | 4,500.00                   | 126.69                        | 2,357.11         | 2,142.89                |
| 8  | Services Contractual                  | 11,900.00                  | 231.39                        | 7,087.30         | 4,812.70                |
| 9  | Office Supplies                       | 900.00                     | 62.56                         | 243.84           | 656.16                  |
| 10 | Lib. & Janitorial Supplies            | 4,000.00                   | 28.48                         | 3,938.40         | 61.60                   |
| 11 | Insurance & Bonds                     | 4,300.00                   | 200.00                        | 4,384.00         | -84.00                  |
| 12 | Increase Appropriation                | 711.00                     |                               |                  | 711.00                  |
| 13 | Dues                                  | 250.00                     |                               | 165.00           | 85.00                   |
| 14 | OASI-Pub. Emp. Retirement             | 5,300.00                   | 409.33                        | 4,998.58         | 301.42                  |
| 15 | Transfer to Lib. Impr. Reserve        | 4,600.00                   |                               |                  | 4,600.00                |
| 16 | Equipment                             | 3,200.00                   |                               | 100.00           | 3,100.00                |
|    | Books                                 | 35,000.00                  | 1,855.76                      | 23,489.74        | 11,510.26               |
| 18 |                                       | 173,511.00                 | 10,005.22                     | 123,243.09       | 50,267.91               |
| 19 |                                       |                            |                               |                  |                         |
| 20 | * Beginning Balance of all Funds      |                            | 70,717.39                     |                  |                         |
| 21 | Deposits - Misc. Income               |                            | 192.15                        |                  |                         |
| 22 | Now Account Interest to Date          |                            | 174.57                        |                  |                         |
| 23 | Fines                                 |                            | 185.77                        |                  |                         |
| 24 | Cards                                 |                            | 36.00                         |                  |                         |
| 25 | Copy Machine                          |                            | 163.15                        |                  |                         |
| 26 | Certified Shares-Auditor              |                            | 28,052.00                     |                  |                         |
| 27 | Property Tax Replacement-Auditor      |                            | 2,277.00                      |                  |                         |
| 28 | Friends of The Library-Wheatfield     |                            | 450.00                        |                  |                         |
| 29 | Interest on Savings Account           |                            | 1,017.40                      |                  |                         |
| 30 | County Tax Collected                  |                            | 24.85                         |                  |                         |
| 31 |                                       |                            | 103,290.28                    |                  |                         |
| 32 | Less November Expenses                |                            | -10,005.22                    |                  |                         |
| 33 | * Ending Balance of all Funds         |                            | 93,285.06                     |                  |                         |
| 34 | * Breakdown of All Funds              |                            |                               |                  |                         |
| 35 | Operating Money in Ck. Acct.          | 6,455.15                   | Operating Money in Savings    | 24,375.00        |                         |
| 36 | Rens. Gift Money in Ck. Acct.         | -235.09                    | Rens. Gift Money in Savings   | 5,044.00         |                         |
| 37 | Wheatfield Gift Money in Ck. Acct.    | 450.00                     | Wheat. Gift Money in Savings  | 539.00           |                         |
| 38 | Bond Money in Ck. Acct.               | 448.93                     | DeMotte Gift Money in Savings | 165.00           |                         |
| 39 | LIRF Money in Ck. Acct.               | 10,000.00                  | LIRF Money in Savings         | 2,590.00         |                         |
| 40 | LIRF interest in Ck. Acct.            | 699.73                     | LIRF Interest in Savings      | 751.00           |                         |
| 41 | Operating Money - Cert. of Deposit    | 10,000.00                  |                               |                  |                         |
| 42 | Bond Money - Cert. of Deposit         | 17,000.00                  |                               |                  |                         |
| 43 | Operating Money in Money Market Cert. | 15,000.00                  |                               |                  |                         |
| 44 | Total of all Funds                    |                            | 93,285.06                     |                  |                         |



1982 HOLIDAY SCHEDULE

|             |          |                        |
|-------------|----------|------------------------|
| January 1   | Friday   | New Year's Day         |
| February 15 | Monday   | Washington's Birthday  |
| April 9     | Friday   | Good Friday (12-3p.m.) |
| May 31      | Monday   | Memorial Day           |
| July 5      | Monday   | Independence Day       |
| September 6 | Monday   | Labor Day              |
| November 25 | Thursday | Thanksgiving Day       |
| December 24 | Friday   | Christmas Eve          |
| December 25 | Saturday | Christmas Day          |
| December 31 | Friday   | New Year's Eve         |



BOARD MINUTES 1979

1980

1981